



FOR ALL YOUR DESIGN AND PRINTING NEEDS

Frequently Asked Questions

Q: How much do your services cost?

A: While we would like to provide you with a straight forward answer on this frequently asked question, we really need more information from you before we commit to a price. For example – how many originals do you have? How many copies would you like? Would you like colour or black and white copies? What size paper? What type and colour paper? Our newly created service catalogue (also on our web site) will give you and idea of how much you can expect our services to cost.

For some of our more basic stationary items (business cards, letterheads, envelopes, simple black and white or colour copies), you will be able to get on line prices through our on-line shopping and ordering site after May 3 – <http://www.printstorefront.com/uregina>.

Our costs are very competitive with Staples and other external service providers – just look at the comparison: <http://www.uregina.ca/printing/forms/printingprices-ext.pdf>. It is easy to get a quick estimate from us – call us or fill in an on-line estimate request - http://www.uregina.ca/printing/estimates_form.shtml.

We stand behind our prices – if you find a better price from an external provider, we will not only meet that price, we will beat it by 5%!

Q: Who do I contact about my printing needs?

A: You can contact Neil Schroeder for your larger projects and price quotations or Alma Zimmerman for status on your existing jobs.

Q: How long does it take for my order?

A: Depending on the size of your project, we will give you our best estimate for completing your project. Please let us know the date you require your job, ASAP can be interpreted in a number of ways.

Q: How do I request a photocopier?

A: Email us at printing.services@uregina.ca or contact us at 585-4488.

Q: What services do you provide?

A: We provide a full range of printing and print related services on a wide range of sizes. If there is any type of print involved, chances are we can provide you with that service or product.

- Offset Printing
- Digital Colour Printing
- Black and White Printing
- Large Format Printing
- Scanning
- File conversion
- T-Shirts, aprons, etc
- Fax Services
- Letterhead
- Signs and Banners
- Carbonless Forms
- Creative Design Services
- Personalized Calendars
- Wedding Invitations
- Booklets
- Gold Leaf
- Sports cards
- Family History Books
- and more!
- Laminating
- Folding
- Scoring
- Perforating
- Mail Merge and Inserting
- Dry Mounting
- Marketing and Promo items
- Business Cards
- Envelopes
- Rubber Stamps
- Cerlox and Coil Binding
- Word Processing (Resumes, etc.)
- Posters
- Picture Frames
- Brochures
- Labels
- cook books
- Journals

Q: Can I send my file to you electronically?

A: Yes – email your file to us at printing.services@uregina.ca or copy_centre@uregina.ca. You may also send us your file through our website @ <http://www.printstorefront.com/uregina>.

Q: What file types do you accept?

A: We can accept your MS Office applications, Adobe Illustrator, Quark Xpress, and Photoshop files in either Windows or Mac format. We can also accept your image files PDF, TIF, JPG, BMP, etc. However, if you are using special or unique fonts, please ensure you include those with your submission.

Q: What is the largest size original you can handle?

A: We can take your large sized originals and reproduce your documents in a number of ways. Typically, the largest size original we can handle is 42" wide by approximately 60".

Q: What services are available at the Digital Print and Copy Centre?

A: The Digital Print and Copy Centre can photocopy your document in black and white or in business colour. We can accept your file via USB Drive, CD ROM, 3.5" Diskette, or email us at copycentre@uregina.ca

We can staple, fold, punch, plus we can make your overhead transparencies. If you have a larger project for Printing Services, we would be glad to save you the walk and take it to our main plant for processing!