

Introduction

Printing Services provides a variety of print and document-related services as part of its support to the University community. These services are grouped into three categories.

1. Centralized reprographics and related bindery services
 - Digital black and white printing/copying
 - Digital colour printing/copying
 - Large format colour printing/plotting
 - Envelope printing
 - Offset press production (all varieties, high volume, full colour)
 - Cutting, folding, perforating, scoring, laminating, numbering
 - Specialty printing

2. Creative design and document composition
 - Document and page layout
 - Word processing
 - Logo and artistic design
 - Photo restoration
 - File conversion
 - Scanning and archiving

3. Distributed copying
 - Departmental digital multifunction copier/printer/fax/scanners
 - Student and general public magnetic stripe card copier vending

Printing Services is an ancillary unit that operates as a separate business enterprise on campus. As an ancillary unit, it must be flexible and responsive to the needs of students, faculty, staff and external customers. Printing Services strives to provide services and products of high quality at affordable, competitive prices, with a consistent focus on customer satisfaction. Its revenues and expenditures flow through the ancillary fund and is expected to achieve or exceed the financial target in the University budget.

University Services

As a separate business enterprise, Printing Service maintains a dual costing system that provides the University with the benefit of on-site printing and document services at a reduced rate, plus provides students, the general public and other customers at large with a cost competitive service and product.

The primary purposes of an in-plant print facility are to provide the University with the following benefits:

- Cost competitive prices
- Responsive service
- Industry standard quality

- Confidentiality
- Convenience
- Objective technical advice
- Understanding of the organizational environment
- Economy of scale

University Services and Charges (effective April 1, 2008)

Printing Services' charge structure is designed to be competitive with external service providers and provide for the recovery of operational expenses. Market surveys are conducted regularly to ensure the competitiveness of services.

Printing Services is not required to comply with the "Guidelines for Pricing University Services" (<http://www.uregina.ca/presoff/vpadmin/policymanual/fs/302501.html>); however, as mentioned above, every effort is made to ensure it meets its budgetary commitments.

1. Centralized reprographic and related bindery services

The core business of Printing Services can be defined as the provision of print and copy services. The variety of these services and related charges are defined below.

- a. Digital black and white copying/printing
 - Printing Services, Digital Print and Copy Center provides its customers with more than 6,500,000 pages of print per year
 - Can print documents on a variety of sizes, colours and types of paper
 - Its charge model is based on quantity price breaks. For a standard letter-sized copy, the price ranges from 6.3 cents per copy (for one copy) down to 5.6 cents per copy. Additional charges apply for paper stocks other than bond.
- b. Digital colour printing and copying
 - Can meet day-to-day business printing needs as well as the demands of high-quality marketing materials.
 - Offers a wide range of paper stocks which include regular bond to near photo quality glossy.
 - Its price structure is based on price breaks, starting at \$1 for 1 high quality copy to 39 cents per copy for 50 or more pages of business quality colour. Additional charges apply for paper stocks other than bond.
- c. Large format colour printing/plotting

- Can plot or print monochrome and colour documents up to 60” wide by whatever length required on a wide range of medium (from bond to backlit to canvas)
- Can affix grommets and laminate or dry mount posters onto foamcore.
- Charges range from \$4.50 per square foot for monochrome images to \$8.50 per square foot for colour. Prices vary according to media selection.
- Can copy large format posters and charts

d. Envelope printing

- Can print matching envelopes from invitation size to 10 x 15.
- Prices start at \$35 for 500 # 10 envelopes

e. Can print large quantities of posters, forms, brochures or booklets.

- Projects will be analyzed and recommendations made to ensure the most cost effective method of production to meet budget and turnaround needs.
- Cutting, folding, perforating, scoring, laminating, numbering, addressing, stuffing, shrink wrapping, coil binding, etc.

f. The labour rate for providing bindery services starts at \$50 per hour for folding, scoring, perforating, etc.

g. A minimum charge applies as each process requires equipment set up time.

h. Specialty printing

- Printing Services has partnered with a wide range of specialists within the print industry to meet needs ranging from gold foil, to hard copy book binding. Prices vary by service and quantity.

2. Creative design and document composition

a. Document and page layout

- Designers are available to work with customers on a range of documents to ensure projects are properly formatted, colours calibrated, and the page impositioned to be produced cost effectively and finished accurately.
- The current rates start at \$65 per hour – competitive with the going rate in commercial industry.
- Its Xerox Freeflow Makeready workstation allows for course pack compilation, to scan books direct from the glass of the scanner, deskew, despeckle, remove borders, and perform other clean ups to documents in batch mode, saving time and providing a professional document.
- Can perform large mail merges and print directly onto letters or memos, eliminating the need to manually print and label documents.

b. Word processing

- Printing Services provides a range of word processing services including theses, resumes, reports, booklets, etc.
- Rates for word processing start at \$65 per hour.

c. Logo and artistic design

- Designs logos
- Can create an image (including caricatures) to complement projects, departments, services or people.
- Ad design for journal, magazine, newspaper and other media.
- Hourly rate is \$65.

d. Photo restoration

- Can scan original photographs and create a retouched and repaired copy.
- Hourly rate is \$65.

e. File conversion

- Has a large inventory of specialized software and filters to view, print or convert files.
- Can create pdf files
- Can view an assortment of files from programs such as Lotus 123, Microsoft Works, Wordperfect, etc.

- Able to convert pdf files and hard copy documents into fully editable MS Office documents. Prices vary based on quantity. Average charge is 25 cents per converted page.

f. Scanning and archiving

- Able to produce high-quality scans of documents such as artistic work, pdf files of journals and reports.
- Can create an electronic file from hard copy documents.
- Scanning prices range from 15 cents per page to \$5 per page for high quality scans.

3. Distributed copying

a. Departmental digital multifunction devices (MFD)
copier/printer/fax/scanners

- Printing Services has negotiated a sizable contract with Brennan Office Plus to provide digital multiple function copiers to the University at a reasonable cost. It has 70 digital copiers across campus that can produce more than 5,000,000 copies per year. The advantage of a digital copier is that it can be upgraded to provide print, fax, and scan capabilities. By adding these features to a customer's copier they can take advantage of the Brennan contract and simplify their office environment (toner, paper, lease and maintenance costs are all included). The MFDs allow people to duplex, staple and three hole punch work right from their desk. Every copy is an "original".
- It can cost more than \$1 to print a colour page on a ink jet printer and more than 10 cents to print a page on a laser printer before paper and maintenance costs. With MFDs the cost is 7.2 cents per page including paper, toner, lease and maintenance.

b. Student and general public magnetic stripe card copier vending

- Public access copiers are equipped with magnetic card readers (Cop-Eze) to meet the photocopying needs of students, grad students, sessional lecturers and the general public.
- Cards can be "refilled" at various Plasti-cashier machines around campus or at Printing Services.

How to contact us:

Digital Print and Copy Centre

Education Building, Room 184

Phone: (306) 585-5148

E-mail: copy_centre@uregina.ca

Regular Hours of Operation (Sept - June):

Mon. – Fri., 8:15 a.m. – 4:30 p.m.

Summer Hours of Operation:

Mon. – Thurs., 8:15 a.m. – 4:30 p.m. (Closed over noon hour)

The DPCC provides colour and black and white printing as well as copying and limited bindery services.

Printing Services Main Office

Administration Humanities Building, Room 118

Phone: (306) 585-4488

Fax: (306) 585-4780

E-Mail: printing.services@uregina.ca

Hours of Operation: Mon. – Fri., 8:15a.m. - 4:30p.m.

Summer Hours of Operation:

Mon. – Thurs., 8:15 a.m. – 4:30 p.m. (Closed over noon hour)

General Inquiries - Please call our front desk at 585-4488 or printing.services@uregina.ca,

Price Estimates - Neil Schroeder at 585-4489 or neil.schroeder@uregina.ca

Distributed Copying Needs – Rita Matt at 585-5371 or rita.matt@uregina.ca, or Judy Peace at 585-4680 or judy.peace@uregina.ca. **Concerns** - Manager, Judy Peace at 585-4680 or ray.konecsni@uregina.ca, or submit your anonymous concern via the website at www.uregina.ca/printing by choosing the Customer Feedback tab.