

USF Print Shop

Student, Faculty and
Production Print Services
Powered by Ricoh



How to Place Your Printing Order

Send an email to printshop@usf.edu

Describe your needs and include:

- Title of file
- Type of job (copies, resumes, poster etc.)
- Quantity
- Size/style of paper (bond, gloss, card etc.)
- One or two sided printing
- Note any finishing work (cutting, folding, binding etc.)
- When you would like to pick up
- Specify how you will pay (Personal, Department, Student Org)
- Cell phone # (Just in case your print file or billing is in question)
- Include your 'Print File' as an attachment. We prefer a PDF, TIFF or PPT file designed for finished size (We will not format your files for you)

See reverse side for pricing information.

We will email you if we have questions or concerns, or to inform you that your order is ready to pick up.

Student, Faculty and Production Print Services

University of South Florida and Ricoh have partnered to offer students and faculty a full range of business services to assist with their everyday needs. At the Ricoh Business Center you can produce crisp, clean copies, prints, professional binding and finishing. But did you know we can help you with so much more? Turn to us for quality prints of posters, signs, banners and traditional-sized photos. We can print from most digital storage devices and a variety of file formats We are also able to assist with typesetting and graphic design.

We are located in the Marshall Center and open Monday through Thursday, 9am–6pm, Fridays 9am–5 pm and offer the following services:

- Print and Copy
- Signs & Graphics
- Business Printing
- Document Design and Digital Services
- Technology Solutions

USF | PRINT SHOP

powered by **RICOH**

USF Print Shop — Pricing

Business Cards

printed on high quality gloss card stock

100 cards	one-sided	\$7
	two-sided	\$9
250 cards	one-sided	\$9
	two-sided	\$11
500 cards	one-sided	\$15
	two-sided	\$17

Copy Paper

8.5"x11"	one-sided b/w	\$.07
	two-sided b/w	\$.09
	one-sided color	\$.13
	two-sided color	\$.19
11"x17" or 12"x18"	one-sided b/w	\$.20
	two-sided b/w	\$.24
	one-sided color	\$.30
	two-sided color	\$.40

Card Stock Paper

8.5"x11" (uncoated)	one-sided b/w	\$.18
	two-sided b/w	\$.20
	one-sided color	\$.28
	two-sided color	\$.30

Gloss Text & Card

8.5"x11"	one-sided b/w	\$.20
	two-sided b/w	\$.25
	one-sided color	\$.30
	two-sided color	\$.35
11"x17" or 12"x18"	one-sided b/w	\$.25
	two-sided b/w	\$.30
	one-sided color	\$.35
	two-sided color	\$.40

Resume Paper

8.5"x11"	one-sided b/w	\$.15
	two-sided b/w	\$.20
	one-sided color	\$.20
	two-sided color	\$.25

Lamination (small)

3.5"x5.5"	\$1.00
8.5"x11"	\$1.30
12"x18"	\$1.95

Vinyl Banners

\$7.75 per square foot
mounting grommets \$1.25 each

Poster Lamination (large)

\$2.50 per square foot

Poster Printing (priced per square foot)

foam core mounting available

bond b/w	\$.65
bond color	\$1.95
gloss	\$5
satin	\$5

Note Pad Creation

pricing on other sizes and quantities
available upon request

b/w 4.25"x5.5" pads (25 sheets per pad)	
quantity 40	\$26.50
quantity 80	\$44.00
color 4.25"x5.5" pads (25 sheets per pad)	
quantity 40	\$41.50
quantity 80	\$74.00

Bindery & Finishing

cutting	\$3.00 minimum
folding	\$5.00 minimum
spiral book binding	\$2.50 per book

We also have many other services available!
Quotes Available Upon Request

You can also use our Online Order Site
USFPrintShop.myprintdesk.net/dsf

Location: Marshall Student Center, Room 1505

Hours: Monday–Thursday 9am–6pm; Friday 9am–5pm

Phone: 813-974-9923

Email: printshop@usf.edu

RICOH
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