Office Hours
Monday - Friday
8:30am - 4:30pm
Saturday & Sunday
CLOSED

Single Digital Prints & Copies

<table>
<thead>
<tr>
<th>Paper Size</th>
<th>Blk/Wht</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5 x 11</td>
<td>$0.10</td>
<td>$0.65</td>
</tr>
<tr>
<td>8.5 x 14</td>
<td>$0.10</td>
<td>$0.65</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$0.14</td>
<td>$1.00</td>
</tr>
<tr>
<td>12 x 18</td>
<td>$0.20</td>
<td>$1.50</td>
</tr>
<tr>
<td>13 x 19</td>
<td>$0.25</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

Multiple Color Prints & Copies

<table>
<thead>
<tr>
<th>Quantity</th>
<th>8.5 x 11</th>
<th>11 x 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-50</td>
<td>$0.65</td>
<td>$1.00</td>
</tr>
<tr>
<td>51-99</td>
<td>$0.50</td>
<td>$0.90</td>
</tr>
<tr>
<td>100-249</td>
<td>$0.45</td>
<td>$0.80</td>
</tr>
<tr>
<td>250-499</td>
<td>$0.40</td>
<td>$0.70</td>
</tr>
<tr>
<td>500-999</td>
<td>$0.35</td>
<td>$0.60</td>
</tr>
<tr>
<td>1000-1999</td>
<td>$0.30</td>
<td>$0.50</td>
</tr>
<tr>
<td>2,000-4,999</td>
<td>$0.25</td>
<td>$0.40</td>
</tr>
<tr>
<td>5,000-9,999</td>
<td>$0.20</td>
<td>$0.30</td>
</tr>
</tbody>
</table>

Usage Fees

- USB/Storage Device: $0.50
- File Setup Fees:
  - Re-size Image: $2.50
  - Duplicates layout: $2.50
  - Booklet setup: $4.00
- **We do not provide graphic design services at this time. However, there is a setup fee for files that are not print ready. Examples: If you want an image printed two-up on a page and it isn’t already designed that way.**

Faxing & Scanning

- FAXING:
  - First page: $2.00
  - Each additional page: $0.25
- SCANNING:
  - To email/storage device:
    - Each page: $0.50

Finishing

- Folding/Insertion:
  - Bi-fold: $0.02
  - Tri-fold: $0.05
  - Page Insertion: $0.05
- Cutting:
  - Each cut/per sheet: $0.05
- Booklet Stapling:
  - Each book/per set: $0.05
- Padding:
  - Each print/per set: $0.20
- Book Binding:
  - Up to 149 Pages: $1.00
  - From 150-300 Pages: $2.00
  - Custom 300 or More: $2.50
- Covers & Backs:
  - Clear Acetate: $0.75
  - Solid Back: $0.75
- Laminations:
  - 8.5 x 11: $0.75
  - 11 x 17: $1.00

Banner Printing

- Size: $60.00
- 24 x 60: $72.00
- 36 x 72: $104.00
- 42 x 72: $126.00
- 42 x 84: $147.00
- 42 x 96: $168.00

**Banner Printing**

- **Banners are printed on vinyl for outdoor or indoor placement. Grommets are available for an additional $1.00/each at your request. Banner stands are available as well for an additional charge.**
- **Variable sized banners and banners are also available upon request.**
- **Turn-around times for posters/banners can be between 24-72hrs. Please consult with a customer service agent if you have concerns.**

**Supported Media**

- Flash Drive
- CD
- Hard Drive
- Email
- FTP

**Supported Software**

- Adobe PDF
- Adobe Design Suite for Mac & PC
- Microsoft Office for Mac & PC
- Microsoft Publisher

**Payment Options**

- Cash
- PANTHERCASH
- SPEEDTYPE/CODE
- DEBIT/CREDIT CARD

**Contact Us**

- Office: 404.413.9660
- Fax: 404.413.9651
- Email: copycorner@gsu.edu

**Important Information**

- **ALL FILES NEED TO BE PRINT READY**
- **We DO NOT copy nor scan pages from BOOKS**
- **PDFS ARE THE PREFERRED SAVED FILE FORMAT**

**Additional Information**

- Files can be emailed to copycorner@gsu.edu at any time, including after hours and weekends.
- You can order online at gusprints.nowdocs.com.
- Most print request are completed in 24 hours.
- Specialty print requests may take up to 72 hours.