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 or you can order online at gsuprints.nowdocs.com
- Most print request are completed in 24hrs
- Specialty print requests may take up to 72hrs

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
- PANTHER CASH
- SPEEDTYPE/ CODE
- DEBIT/ CREDIT CARD

There is a $1.00 minimum debit/ credit card charge for card usage

Office Hours

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

Kell Hall Room A-4
24 Peachtree Ave SE
Atlanta, Ga 30303
Office
404.413.9660
Fax
404.413-9651
Email
copycorner@gsu.edu

Order online at gsuprints.nowdocs.com

**Conveniently priced for Georgia State University faculty, staff, students, and the general public.**

We do not provide graphic design services at this time. However, there is a setup fee for files that are not print ready. Example: If you want an image printed two-up on a page and it isn’t already designed that way.

**Note:**

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

---

**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 also order online at gsuprints.nowdocs.com.
- Most print requests are completed in 24 hours. Specialty print requests may take up to 72 hours.

**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
- Panther Cash
- Speedtype/Code
- Debit/Credit Card

**Minimum Debit/Credit Card Charge for Card Usage:** $1.00

**Office Hours**

- **Monday - Friday:** 8:30am - 4:30pm
- **Saturday & Sunday:** Closed

**Contact Information**

- Kell Hall Room A-4
- 24 Peachtree Ave SE
- Atlanta, Ga 30303
- **Office:** 404.413.9660
- **Fax:** 404.413-9651
- **Email:** copycorner@gsu.edu

**Order online at gsuprints.nowdocs.com**

---

**Copy Corner**

Auxiliary and Support Services

**Note:** Conveniently priced for Georgia State University faculty, staff, students, and the general public.

---

We do not provide graphic design services at this time. However, there is a setup fee for files that are not print ready. Example: If you want an image printed two-up on a page and it isn’t already designed that way.

**Order online at gsuprints.nowdocs.com**
**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>$0.08</td>
<td>$0.65</td>
</tr>
<tr>
<td>8.5 x 14</td>
<td>$0.08</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>

**Color Prints & Copies**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>8.5 x 11</th>
<th>11x17</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>$1.00</td>
</tr>
<tr>
<td>100-249</td>
<td>$0.45</td>
<td>$0.90</td>
</tr>
<tr>
<td>250-499</td>
<td>$0.40</td>
<td>$0.80</td>
</tr>
<tr>
<td>500-999</td>
<td>$0.35</td>
<td>$0.70</td>
</tr>
<tr>
<td>1000-1,999</td>
<td>$0.30</td>
<td>$0.60</td>
</tr>
<tr>
<td>2,000-4,999</td>
<td>$0.25</td>
<td>$0.50</td>
</tr>
<tr>
<td>5,000-9,999</td>
<td>$0.20</td>
<td>$0.40</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

**Faxing & Scanning**

- Faxing
  - First page: $2.00
  - Each additional page: $0.25
- Scanning
  - To email/storage device: $0.50

**Finishing**

- Folding/Insertion: $0.02
- Cutting: $0.05
- Booklet Stapling: $0.05
- Padding: $0.20
- Book Binding
  - Up to 149 Pages: $1.50
  - From 150-300 Pages: $2.00
  - Custom 300 or More: $2.50
- Covers & Backs
  - Clear Acetate: $0.75
  - Solid Back: $0.75
- Laminations
  - 8.5x11: $0.75
  - 11x17: $1.00

**Paper Purchases**

- 8.5x11 Copy Paper: $0.05
- 11x17 Copy Paper: $0.10
- 12x18 Copy Paper: $0.20
- 13x19 Copy Paper: $0.25
- 8.5x11 Glossy: $0.10
- 11x17 Glossy: $0.15
- 8.5x11 Cardstock: $0.10
- 11x17 Cardstock: $0.20
- 8.5x11 Cardstock Glossy: $0.15
- 11x17 Cardstock Glossy: $0.25
- Custom/Colored Paper: $0.05
- 2-Part Carbon Paper: $0.25
- 3-Part Carbon Paper: $0.35
- 4-part Carbon Paper: $0.45
- Transparency: $0.50
- Crack & Peel: $0.50
- Mylar 3-Bank Tabs: $0.21

**Additional Pricing Information**

- There are variable pricing options available if you are printing more than three posters. Please inquire via email or by speaking with a customer service agent.

**Wide-Format Laminations**

- $3.50/Square Foot

**Banner Printing**

- **Print**
  - 24x60: $60.00
  - 24x72: $72.00
  - 36x72: $104.00
  - 36x84: $126.00
  - 42x72: $126.00
  - 42x84: $147.00
  - 42x96: $168.00

- **Mount**
  - 24x60: $12.00
  - 24x72: $24.00
  - 36x72: $48.00
  - 36x84: $48.00
  - 42x72: $70.00

**Variable sized posters and banners are also available upon request.**

**Banner stands are available as well for an additional charge.**

**Turn-around times for posters/banners can be between 24-72hrs. Please consult with a customer service agent if you have concerns.**

---

**Not all large paper sizes or specialty papers remain in stock. Please consult with a customer service agent about the availability of product.**

**Conveniently priced for Georgia State University faculty, staff, students, and the general public.**