

## BLACK & WHITE COPIES

	<b>STANDARD</b> (20LB EVERYDAY PAPER)	<b>PREMIUM</b> (32LB SEMI GLOSS)	<b>DELUXE</b> (110LB CARD STOCK)
<b>Letter (8.5x11)</b>	<b>4¢</b>	<b>8¢</b>	<b>13¢</b>
<b>Tabloid (11x17)</b>	<b>10¢</b>	<b>15¢</b>	<b>20¢</b>

## COLOR COPIES

	<b>STANDARD</b> (20LB EVERYDAY PAPER)	<b>PREMIUM</b> (32LB SEMI GLOSS)	<b>DELUXE</b> (110LB CARD STOCK)
<b>Letter (8.5x11)</b>	<b>10¢</b>	<b>15¢</b>	<b>20¢</b>
<b>Tabloid (11x17)</b>	<b>15¢</b>	<b>25¢</b>	<b>30¢</b>

## FINISHING OPTIONS

<b>HOLE PUNCH:</b>	<b>STAPLING:</b>	<b>FOLDING:</b>	<b>EXTRA CHARGE:</b>
3 Hole	Single	Tri-fold	Comb Binding \$1.00 each
2 Hole	Double	Half-fold	Laminating \$1.00 each
	Saddle Stitch		Trimming/Cutting

## VOLUME PRINTING

<u>LETTER PAPER SINGLE SIDED</u>	1-25	26-99	100 & Over
<i>STANDARD</i> paper Black and White Copy paper	<b>04¢</b>	<b>03¢</b>	<b>02¢</b>
<i>PREMIUM</i> paper Black and White Copy paper	06¢	04¢	03¢
<i>DELUXE</i> paper Black and White Copy paper	10¢	06¢	04¢

<u>LETTER PAPER SINGLE SIDED</u>	1-5	6-99	100 & Over
<i>STANDARD</i> paper Color Copy paper	10¢	08¢	06¢
<i>PREMIUM</i> paper Color Copy paper	15¢	13¢	10¢
<i>DELUXE</i> paper Color Copy paper	20¢	17¢	15¢

## SPECIALTY PAPER AVAILABLE

For a few cents more add that finishing touch to your print job with top of the line paper.  
Ask me for samples!

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**HOURS & LOCATION .....**

Monday - Friday • 8 a.m. - 4:30 p.m.  
Closed Saturday and Sunday, and university holidays.

The Copy Center is located on the first floor of the  
Wise Campus Center.

**ORDERING .....**

Copy orders may be submitted in person or at:  
*printshop@norwich.edu*  
*online at www.NuCopycenter.com*  
IPad walk up intake form

**MINIMUM JOB TURN-AROUND TIME .....**

**24 hours** - for single-sided or double-sided copies  
printed on plain paper.

**48 hours** - for orders requiring document manipulation,  
reduction, special finishing or special paper.

**72 hours** - for booklet jobs requiring printing, collating,  
folding and stapling.

**PRINTING POLICY.....**

Norwich Copy Center is a resource of Norwich  
University which strives to uphold our guiding values.  
Therefore, we reserve the right not to print objectionable  
materials.

**NOTICE.....**

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of copyrighted materials. It is your obligation to make sure  
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policy or ask us for assistance.

**HONOR CODE**

*"I will not lie, cheat, steal, or tolerate those who do."*

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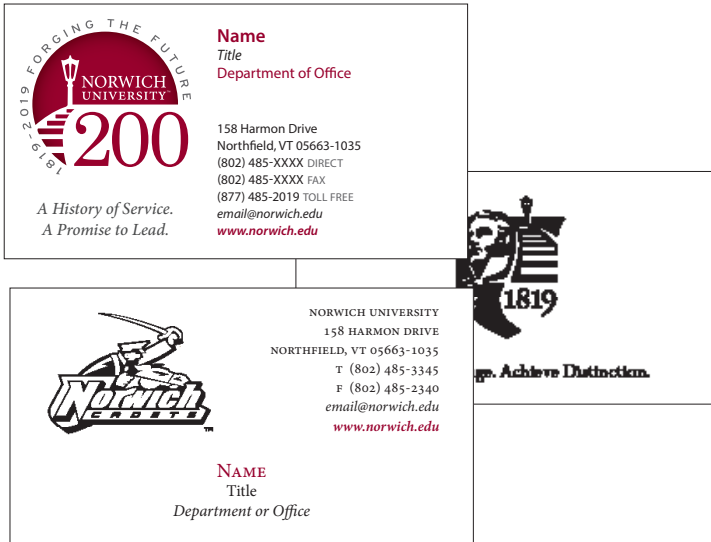
The Copy Center at Norwich University offers full design and printing services. Our mission is to provide the best printing services to support the operational and academic mission of the institution. The Copy Center is a resource for students, faculty, staff, and members of the local community. We offer secure prints for all your exams. We are your one-stop provider for all of your printing needs. Our award-winning customer service team is happy to talk to you about your project. Let's get started!

**Print Services included but not limited to:**

- Business Cards
- Stationery and Envelopes
- Printing & Copying: Large or smaller quantities and fast turnaround on standard, specialized or oversized paper.
- Variable Data Printing: Combines database fields with text and graphic elements for the production of print pieces unique to the recipient.
- Wide Format (up to 60 inches): Posters, banners, signage and scientific posters
- Course Packets
- Finishing: Trimming, collating, folding, binding, stitching, laminating, and packaging

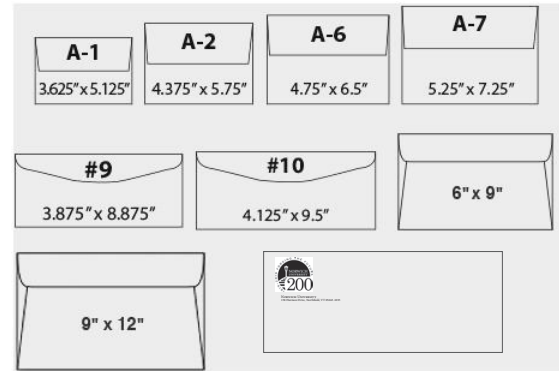
## Business Cards (BC)

250 BC.....	\$44.00
500 BC.....	\$52.00
1000 BC.....	\$74.00



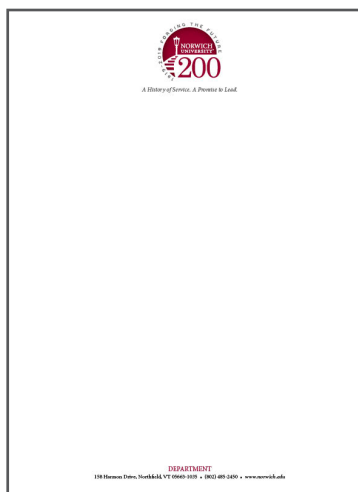
## Envelopes

#10 Env. 1000.....	\$71.45
#9 Return 1000.....	\$69.45
A7 Env. 1000.....	\$70.00
A6 Env. 1000.....	\$70.00
A2 Env. 1000.....	\$70.00



## Letterhead

500 .....	\$75.00
1000 .....	\$150.00
2000 .....	\$260.00
3000 .....	\$300.00



## Carbon Copies /NCR

- 2 part- Ask for a quote
- 3 part- Ask for a quote
- 4 part- Ask for a quote



## Thank You Cards

- Single Card 50¢
- 25 Cards \$10.00

