

# BROOKES PRINT

2012 Price List

Students and External Customers

Oxford Brookes University  
Print and Reprographics Services  
Media Centre,  
Headington Campus, Gipsy Lane

General Enquiries:  
**phone** 01865 483065

Head of Print and Reprographics,  
Sally Horwood

**phone** 01865 483561  
**email** [shorwood@brookes.ac.uk](mailto:shorwood@brookes.ac.uk)

If you want to send a pdf file for printing please ensure you put full instructions in the message and a contact number. Payment is required on collection. For high value jobs, we may ask for a deposit in advance.

Black and white:  
**email** [copyservices@brookes.ac.uk](mailto:copyservices@brookes.ac.uk)

Colour:  
**email** [printservices@brookes.ac.uk](mailto:printservices@brookes.ac.uk)

# DOCUMENT PRODUCTION

		volume discounts	
<b>Colour copying and printing</b>	<b>1 – 100</b>	<b>100 – 150</b>	<b>151+</b>
A4 single side	25p*	20p*	18p*
A4 double side	50p*	45p*	40p*
A4 transparencies	75p		
A3 single side	45p*	40p*	35p*
A3 double side	£1*	90p*	80p*
A3 transparencies	95p		
<b>Greyscale copying and printing</b>	<b>1 – 100</b>	<b>100 – 150</b>	<b>151+</b>
A4 <b>per side</b>	15p*	12p*	10p*
A3 <b>per side</b>	35p*	25p*	20p*

\*Based on 130gsm silk stock – heavier stock is available and charged at an additional 5p per side

<b>Black and white copying (on 80gsm stock)</b>		
A4 single sided		5p*
A4 double sided		6p*
A4 transparencies		50p
A3 single sided		7p*
A3 double sided		8p*
A3 transparencies		80p

\*Based on 80gsm white copier paper – tinted 80gsm paper is charged at an additional 1p per side. For silk paper the cost per sheet is higher – ask for details.

# PRESENTATION AND BINDING

**DISSERTATION BINDING:** per book (includes card back/Dissertation cover and acetate)

	<b>binding per book with card back/acetate front</b>
Plastic comb binding	£3
Tape binding	£3
Wire binding	£5

<b>Laminating</b>	<b>per sheet</b>
A4	75p
A3	£1
A2	£3

Business Card pouches  
(for self laminating) 25p each

<b>Booklets:</b>	£5 per hundred to centre staple
<b>Folding:</b>	£3 per 100 sheets
<b>Padding:</b>	£6 to collate and glue per 1,000 sheets
<b>Fold, score and crease:</b>	£8 per 100 sheets

## STATIONERY

We require a pdf file to print your personal business cards. Standard size is 85mm x 55mm. Printed on 300gsm as standard.

<b>Personal Business Card Printing (+VAT):</b>							
	x200	x400	x600	x1000	x2000	x3000	x5000
Single sided	£15	£22	£30	£37	£59	£78	£128
Double sided	£25	£34	£40	£59.25	£99	£125	£199

## POSTER PRINTING

190gsm silk stock used as standard:

<b>Large format poster printing:</b>		<b>Canvas printing:</b>	
B0	£40 (£20)*		
A0	£20 (£10)*		
A1	£10 (£5)*	A1	£50
A2	£6 (£3)*	A2	£35
		A3	£25

\*These special rates are only available to students with a valid student cards

## WE ALSO STOCK

Lamination pouches for small business cards – 20p each

Adhesive corner pockets – 50p each

Adhesive CD pockets – 60p each

Individual reams of tinted paper/card – price on request

**Minimum cutting charge – £1.50**

**Jobs not on the core list involving an element of manual labour – £21 per hour**

ALL FILES sent via email should be in PDF Format.

Unless specified by the customer, a proof will be provided for approval.

NB: VAT to be added where applicable

## **CONTACT US:**

General Enquiries: **phone** 01865 483065

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Colour jobs: **email** [printservices@brookes.ac.uk](mailto:printservices@brookes.ac.uk)

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