



DOCUMENT YOUR GENIUS

COMPLETE REPROGRAPHICS CENTER
LOWER LEVEL, PROSPECTOR BUILDING
(#34 CAMPUS MAP)

704-687-0809 | REPROS.UNCC.EDU
REPROS@UNCC.EDU | FAX 704-687-5304

HOURS OF OPERATION

Monday-Friday 7:30 AM - 6:00 PM
Saturday and Sunday Closed

METHODS OF PAYMENT

- Cash | credit/debit cards *purchases > \$5.00*
- 49er Account
- Org./Fund codes for University Departments

ACCEPTED MEDIA

- Upload through REPROS [digital storefront UNCCRepros.myprintdesk.net](http://UNCCRepros.myprintdesk.net)
- Flash drive
- Email: repros@uncc.edu

*Hours for break periods, holidays, summer sessions
and other schedule exceptions posted at
aux.uncc.edu/copy*

PRICE LIST

COPIES

Black and white *letter, legal, tabloid* \$0.09
Color *letter, legal, tabloid*30

*For larger runs, quantity pricing is available; call or
email for a quote.*

WIDE FORMAT PRINTING

up to 42" wide x 100' long

Oversized prints *per sq. ft.* 3.00
Oversized prints direct to foam board *per sq. ft.* . 4.00

FOAM BOARD POSTER MOUNTING

Up to 20" x 30" 10.00
Up to 32" x 40" 15.00
36" x 48" 30.00

PAPER UPGRADE OPTIONS

Pastel color 20 lb. *8.5" x 11"*02
 Pastel color 20 lb. *11" x 17"*04
 Bright color 20 lb.06
 Hammermill 28 lb. *8.5" x 11"*04
 Hammermill 28 lb. *11" x 17"*08
 Hammermill 80 lb. cover *8.5" x 11"*09
 Hammermill 80 lb. cover *11" x 17"*15
 Gloss text *8.5" x 11"*05
 Gloss text *11" x 17"*07
 Gloss cover *8.5" x 11"*07
 Gloss cover *11" x 17"*13
 Resume paper12
 Classic Linen 100 lb. cover *8.5" x 11"*24
 Classic Crest 100 lb. cover *8.5" x 11"*24
 Tabs *price per tab*12

VOLUME-DISCOUNT PRICING

1 - 50 \$0.20 *per page*
51 - 100 \$0.10 *per page*
101 - 500 \$0.05 *per page*
501 and up \$0.03 *per page*

University Department order delivery available upon request.

BINDING

Stapling *machine* \$0.02
Stapling *manual*05
Comb bind 1.25 - 1.50
Spiral bind 1.25 - 1.50
Vinyl back45
Clear front.45
Saddle stitch.20

BINDERY SERVICES

Cutting *per 100*75
Drilling *per 100*20
Padding *per 100 sheets*65
Folding *per fold*02
Shrink wrapping *per package*50
Scanning *per page*20

More handling options available; just ask!

LAMINATION

7 mil laminate
Letter size *8.5" x 11"*85
Legal size *8.5" x 14"* 1.00
Tabloid size *11" x 17"* 1.50

FAX SERVICES

Local *per page* 1.00
Long distance *per page* 1.50
International *per page* 2.00

FLATBED SCANNING

Per page 1.00
Burn scans to CD or DVD) per disc 3.00
Save scans to your USB drive No charge

Additional scanning services:

- Large volume scanning (*call for quote*)
- Optical Character Recognition (OCR) scanning for keyword searchable files
- High-resolution, full-color scans

Scanning documents does not automatically permit units to destroy the original hardcopies. All University employees are responsible for ensuring that they comply with applicable University Policies, including University Policy 605.3, Retention, Disposition, and Security of University Records. For questions regarding records retention and management, please contact the Office of Legal Affairs.

