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For comments or suggestions, please contact Maury Kane, Director, Duplicating Services, at 204-4700 or mkane@temple.edu

Copy Center Locations

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Philadelphia, PA 19122 (215) 204-1546

School of Communications and Theater
Annenberg Hall, Room 116
2020 North 13th Street
Philadelphia, PA 19122 (215) 204-1545

Conwell Hall, Room 601
1801 North Broad Street
Philadelphia, PA 19122 (215) 204-1548

Beasley School of Law
Klein Hall, First Floor
1719 North Broad Street
Philadelphia, PA 19122 (215) 204-1257

College of Education
Ritter Hall, Room 234
1301 Cecil B. Moore Avenue
Philadelphia, PA 19122 (215) 204-1543

Fox School of Business and Management
Speakman Hall, Room 379
1810 North 13th Street
Philadelphia, PA 19122 (215) 204-1547

University Services Building, Room 304
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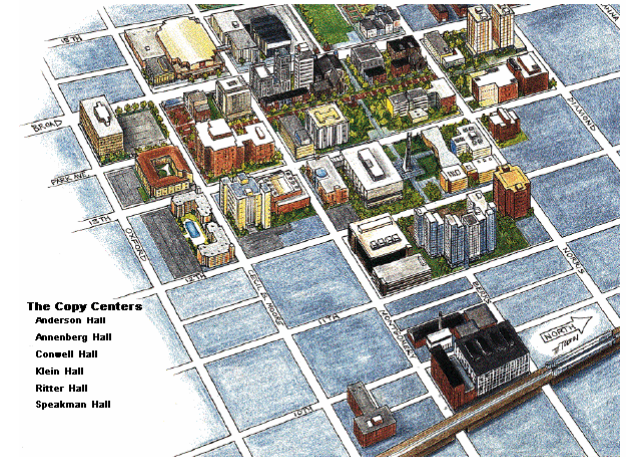
Administrative Offices
Suite 209 (062-58)
1700 North Broad Street Fax: 215-204-4701
Philadelphia, PA 19122 Telephone: 215-204-4700



TEMPLE
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The Copy Centers

Price List 2008-2009
Revised September 15, 2008



The supervisors and staff of Duplicating Services invite you to visit one of our copy centers today.

Copying Services

MyOrderDesk™ – On line, In time

Our services include an online production tool called MyOrderDesk™. After downloading and installing the print driver files from our web site, you can send work from your desktop directly to the Copy Centers using the print command within your application by using the “CopyCenters” in the pop up print box. The file is converted to a PDF (portable document format) and can be proofread online before printing.

Or, files converted to PDFs (portable document format) can be sent directly from our web site (or, submitted on CD). To send a file in this format, go to MyOrderDesk™ from our web site and sign up. Then choose the “Send Files” tab on the MyOrderDesk™ page, fill in the information concerning the order on the “Requisition (PDF upload)” form. At the bottom of the web page are two radio buttons, select “Attach Files” and a “Browse to” window will open. Attach the file and click the “Send” button.

Full Service Copy Centers

Custom paper, special order binding and customized tabs are available. Please allow additional time in your schedule for orders requiring these items. Additional costs may apply. We are pleased to assist you with any questions you may have concerning your publication. On our web site we have additional information on our products and services, including printable requisitions: www.temple.edu/copy.

Course Packets

We also produce supplemental course readings and syllabi including copyright clearance and direct sales to students without a profit markup. This ensures the lowest cost possible for the convenience of custom publishing and on-demand printing.

Price List

(Revised September 2008)

Item Description	per copy per side	Item Description	per Item
Plain paper (white) copies 8.5 x 11”	\$0.06	Binding Services	
Pastel Color copies 8.5 x 11”	\$0.07	Coil, comb or GBC binding:	
Three Hole paper 8.5 x 11”	\$0.07	Up to 125 sheets, per book	\$1.25
Plain paper copies 8.5 x 14”	\$0.07	Over 125 sheets, per book	1.75
Pastel color copies 8.5 x 14”	\$0.08	Strip binding (black, red, white)	0.50
Bright color copies 8.5 x 11”	\$0.09	Covers printed one side, front, with a blank back	\$0.25
Dissertation or Letterhead Grade (25% rag bond, 24 lbs.)	\$0.12	Tabs, per tab, printed one side	0.15
Full color copies *		Plastic covers, per piece	1.00
Plain paper (8.5” x 11”)	\$0.39	Saddle stitch booklets (up to 16 pages or 4 sheets)	\$0.50
Plain paper (11” X 17”)	0.49	Saddle stitch booklets in excess of 16 pages or 4 sheets are priced based outside bindery costs and vary depending on quantity.	
Card stock (8.5” X 11”)	0.49		
Card stock (11” X 17”)	0.69		
Oversized Copies 11 x 17 *		NCR multi-part forms	
On white paper	\$0.10	2 part (white & yellow)	\$0.35/set
On color paper	0.12	3 part (white, yellow, and pink)	0.45/set
		4 part (white, yellow, pink & gold)	0.60/set
		5 part (w, y, p, g, & green)	0.75/set
Copies on Card Stock*		(Special handling on NCR projects, such as specific sequence ordering, is 10% additional)	
White and pastel colors:			
8.5 X 11”	\$0.15	Finishing (per 1,000 pieces)	
11 X 17”	0.25	Cutting, drilling, and folding	\$8.50
		Per 1000 pieces finished or minimum if less than 1,000 pieces)	
* Volume discounts are available.		Transparencies	
Contact us at 204-4700 for specific information.		Standard, black image (8.5 x 11”)	\$1.00
		Full color image (8.5 x 11”)	2.00

Add \$0.05 per original for hand placed copies or copies from books.

Special order paper will be charged extra based on stock price at time of order placement.

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