

Digital Print Services

Bellevue College

SEPTEMBER 2016

digital &
custom

printing

and

finishing

*Your in-house
fulfillment center*



Digital Print Services

Welcome...

BC Digital Print Services is your In-House Fulfillment Center

Our mission is to provide Bellevue College faculty, staff and outside clients with products and value-added services that are both the highest-quality and cost-effective.

Digital Print Services is a self-support department, not funded from the college's general operating budget. We cover our staff, supplies, and equipment costs by charging for what we do.

We feel it's crucial to provide the best value and service to our customers, and we never lose sight of that goal! We believe our services are among the best offered at community colleges anywhere but encourage your suggestions to help us become even better.



Our services include:

- Digital B/W and Color Reproduction
- Custom and Variable Data Printing
- Custom Color Envelopes
- Bindery and Finishing
- Wide-Format Posters, Banners, and Signs
- Creative Services including Graphic Design and Editorial Services

Green Facts...

BC Digital Print Services is very mindful of using ecologically friendly practices. Below are just some of the ways we do our part to be green at Bellevue College:

- We use paper from a sustainable forest (FSE certified) for our b/w copies.
- We recycle our scrap paper.
- We reuse or recycle our paper boxes and packing materials when possible.
- We recycle the toner cartridges from our large copiers.
- We encourage two-sided printing when possible.
- We share office printers.
- Our high-speed copiers are energy-efficient.

General Information

Submitting Work Orders

- **Request Center:** This is the fastest and preferred method accessed via bellevuecollege.edu/requestcenter (BC faculty and staff only).
- **Handwritten Form:** Submit a Quick Copy Request form to the Copy Center.

Request Center Sub

Submit a New Request [\[Start Over\]](#)

Printing Services

- Printing, room/directional signs, copying, gra

Printing Services Requests:

- [Business Card Order](#) - Order business cards
- [Copies - B & W](#) - AKA Digital Quick Copies - Black p
- [Copies - Color](#) - Color impression (from electronic f

Personal Work & Outside Clients (excluding current BC students)

Personal and non-college jobs are always welcome. State sales tax is applicable.

Payment Options

- **BC Departments:** Monthly recharges to the budget number indicated on the work request.
- **Personal Jobs & Outside Clients:** We accept cash, check, Visa, or MasterCard. Payment is due upon delivery of work unless prior arrangements have been made.

Hours of Operation

Fall, Winter & Spring Quarters.....Monday – Friday, 8:00 am – 5:00 pm

Summer Quarter Monday – Thursday, 8:00 am – 5:00 pm
Friday 8:00 am – 12:00 pm

Between Quarters Monday – Friday, 8:00 am – 5:00 pm

After hours Copy Center lobby services are available with keypad entry.

Contact Bev Lucas at (425) 564-2352 for keypad access code.

Pickup & Delivery Services

- **Main Campus Print Route:** Delivered and picked up at 3:00 pm during the quarters only. Print Route Locations: D110 • A201 • L200 • R230
- **Campus Mail:** Picked up and delivered twice daily on main campus, and once daily to North Campus.

Black & White Satellite Copiers

Digital Print Services manages contracts for office and coin-operated copiers on campus. Our goal is to provide convenient, economical copies in cooperation with the Copy Center. Please call Bev Lucas at (425) 564-2352 for more information.

Satellite Office Copiers	\$.06 per copy (BW)
	\$.15 per copy (Color)
Copy Center (self-serve copiers)	\$.05 per copy

Printing and Scanning

The copiers are capable of printing from your desktop or a USB flash drive (PDF only), and scanning (b/w or color) to e-mail, a network folder or a USB flash drive. Scanning is free. Contact Bev Lucas for print driver installations.

Paper, Supplies, and Repairs

For more information, please visit <http://bellevuecollege.edu/ps/SatelliteCopiers.htm>.

Custom Printing Services

Do you want a PMS ink, diecut, emboss or textured paper? A custom print job may be necessary. Due to the many variables involved in custom printing, jobs are priced individually. We offer expertise in coordinating your work with outside vendors including mailing list and postage coordination. We also monitor costs and quality control to ensure the best possible results and the turnaround you require.

Do I Need “Printing” or “Copying?”

If you are unsure which method is best for you, contact Dianne Rolfson at (425) 564-2974 for more information or to request an estimate.

Custom Color Envelopes

We can customize any quantity or type of envelope from A2 through catalog size with your return address and variable data imprints. Please call Dianne Rolfson, (425) 564-2974 or e-mail dianne.rolfson@bellevuecollege.edu for details, current pricing and turnaround times.

Marketing and Design Services

Need help marketing your class, program, department or campus event?

We can help! We also offer in-house graphic design and editorial services. Our experienced award-winning creative staff can write, design and produce just about anything you want printed or displayed. Highly effective ways to communicate your message include brochures, posters, postcards, banners, social media and much more.

Please contact Robyn Bell-Bangerter at (425) 564-2277 or Dianne Rolfson at (425) 564-2974 for more information.

Graphic Design Services (minimum .25 hour)	\$80.00/hour
Editorial Services (minimum .25 hour)	\$65.00/hour

Black & White Copies

\$1.00 minimum per job

Quantity		1-Sided	2-Sided	1-Sided	2-Sided			
		8.5" x 11" / Letter		11" x 17" / Tabloid				
Text Weight	20# White*	Up to 999	\$.05	\$.09	\$.08	\$.13		
		1,000 – 4,999	\$.045	\$.085	\$.075	\$.125		
		5,000 +	\$.04	\$.07	\$.07	\$.12		
	Pastel	20#	Up to 999	\$.065	\$.105	60#	\$.10	\$.17
			1,000 – 4,999	\$.06	\$.095		\$.095	\$.165
			5,000 +	\$.055	\$.09		\$.09	\$.16
	60# Astro-bright	Up to 999	\$.075	\$.115	Special Order			
		1,000 – 4,999	\$.07	\$.11				
		5,000 +	\$.065	\$.105				
Cover Weight	65# White	Up to 999	\$.09	\$.14	Special Order			
		1,000 – 4,999	\$.085	\$.135				
		5,000 +	\$.08	\$.13				
	65# Pastel or Astro-bright	Up to 999	\$.11	\$.19	Special Order			
		1,000 – 4,999	\$.105	\$.185				
		5,000 +	\$.10	\$.18				

*Also available in 8.5" x 14"/legal size for the same cost as 20# letter size pastel paper.

Specialty Paper

- 60# Text Weight (White Only)** Add \$.02 per side to 20# White
- Bellevue College Preprinted Letterhead Imprint** \$.06 per side
- Transparencies** \$.60 each

Carbonless Forms (includes copying & padding)

- 2-part Set** (250 sets in a ream) \$.18 per set
- 3-part Set** (167 sets in a ream) \$.25 per set
- 4-part Set** (125 sets in a ream) \$.36 per set
- Padding** (if less than a ream ordered) \$3.25 per job

Tab Pages (with text copied to tab)

- Set of 5 Tab Pages (sold in sets only)** \$1.00 per set
- Set-up Charge** \$.75 per tab
- Hi-Resolution Black & White Copies** (on white paper only) \$.20 per side

		Quantity	1-Sided	2-Sided	1-Sided	2-Sided	1-Sided	2-Sided
			8.5" x 11"/Letter		11" x 17"/Tabloid*		12" x 18"/Tabloid Xtra	
Text Weight	24/28# Uncoated	Up to 250	\$.50	\$.75	\$.65	\$.95	Special Order	
		251 – 500	\$.47	\$.72	\$.62	\$.92		
		501 – 1,000	\$.44	\$.69	\$.59	\$.89		
		1,001 – 2,500	\$.41	\$.66	\$.56	\$.86		
		2,501 – 5,000	\$.38	\$.63	\$.53	\$.83		
		5,001+	\$.35	\$.60	\$.50	\$.80		
	100# Text Gloss Coated Both Sides	Up to 250	\$.55	\$.80	\$.80	\$ 1.10	\$.85	\$ 1.15
		251 – 500	\$.52	\$.77	\$.77	\$ 1.05	\$.80	\$ 1.10
		501 – 1,000	\$.49	\$.74	\$.74	\$ 1.00	\$.75	\$ 1.05
		1,001 – 2,500	\$.46	\$.71	\$.71	\$.95	\$.70	\$ 1.00
		2,501 – 5,000	\$.43	\$.68	\$.68	\$.90	\$.65	\$.95
		5,001+	\$.40	\$.65	\$.65	\$.85	\$.60	\$.90
Cover Weight	80# Cover Uncoated	Up to 250	\$.60	\$.85	\$.85	\$ 1.15	\$.90	\$ 1.20
		251 – 500	\$.55	\$.80	\$.80	\$ 1.10	\$.85	\$ 1.15
		501 – 1,000	\$.52	\$.77	\$.75	\$ 1.05	\$.80	\$ 1.10
		1,001 – 2,500	\$.49	\$.74	\$.70	\$ 1.00	\$.75	\$ 1.05
		2,501 – 5,000	\$.46	\$.71	\$.65	\$.95	\$.70	\$ 1.00
		5,001+	\$.43	\$.68	\$.60	\$.90	\$.65	\$.95
	100# Cover Uncoated	Up to 250	\$.65	\$.90	\$.95	\$ 1.25	Special Order	
		251 – 500	\$.63	\$.87	\$.92	\$ 1.22		
		501 – 1,000	\$.59	\$.84	\$.89	\$ 1.19		
		1,001 – 2,500	\$.56	\$.81	\$.86	\$ 1.16		
		2,501 – 5,000	\$.53	\$.78	\$.83	\$ 1.13		
		5,001+	\$.49	\$.75	\$.80	\$ 1.10		
80# Cover Gloss Coated 1-Side Only	Up to 250	\$.70	\$.85	\$ 1.00	\$ 1.25	\$ 1.05	\$ 1.30	
	251 – 500	\$.67	\$.82	\$.97	\$ 1.22	\$ 1.02	\$ 1.27	
	501 – 1,000	\$.64	\$.79	\$.94	\$ 1.19	\$.99	\$ 1.24	
	1,001 – 2,500	\$.61	\$.76	\$.91	\$ 1.16	\$.96	\$ 1.21	
	2,501 – 5,000	\$.58	\$.73	\$.88	\$ 1.13	\$.93	\$ 1.18	
	5,001+	\$.55	\$.70	\$.85	\$ 1.10	\$.90	\$ 1.15	

*All papers are also available in 8.5" x 14"/legal size for the same cost as 11" x 17"

Specialty Paper

65# Cover Weight (8.5" x 11" only)Add \$.08 per side to 24# Uncoated

Hi-Resolution Black & White Copies (on white paper only) \$.20 per side

Bindery & Finishing Services



Binding

(Larger coils and non-standard colors are available.)

Spiral Coil Binding: 1-70 pages\$1.10 each
71+ pages\$1.35 each

Tape Binding\$1.00 each

Folding & Scoring

Set-up Charge\$3.00 per job

Custom Folding \$.01 per piece

Scoring \$.01 per piece

Bookletmaking

Set-up Charge\$3.00 per job

Letter or Tabloid Size

(folded in half, collated, & stapled) \$.06 per booklet

Padding

Set-up Charge\$3.00 per job

Cardboard Backing & Glue \$.25 per pad

Finishing Services

Set-up Charge\$1.50 per job

Cutting/Trimming \$.25 per cut

Shrink-Wrapping \$.55 per item

Stapling (holds up to 70 sheets of 20# paper) \$.02 per staple

Envelope Stuffing

Set-up Charge\$5.00 per job

Fold & Stuff \$.02 per envelope

#10 BC Envelopes: Regular (if not supplied) \$.045 each

Window (if not supplied) \$.045 each

Laminating (For larger than 11" x 17", see Wide-Format Poster & Banner Finishing on page 7.)

Under 8.5" x 11" \$.50 per piece

8.5" x 11" / Letter Size \$.75 per piece

8.5" x 14" / Legal Size\$1.00 per piece

11" x 17" / Tabloid Size\$1.25 per piece

Labor Rates

If you need bindery services not listed above, the hourly labor rate will be applied.

Labor (minimum .25 hour)\$30.00 per hour

Wide-Format Posters & Banners

We offer high-resolution, full-color wide-format posters and banners that are up to 36" x variable width or length. Our graphic designers can create a custom design for you or you may submit your own digital file (file prep-charges apply). Turnaround time is approximately 2-3 days, depending on workload.

File Preparation for Customer-Supplied Files (minimum .25 hour)\$80.00 per hour

Material Options

Heavy Matte Coated Paper: Can be laminated for added durability.

Light-Medium Ink Coverage\$8.00 per linear foot

Heavy Ink Coverage\$13.00 per linear foot

Premium Gloss Photo Paper: Primarily for photographic reproductions.

Light-Medium Ink Coverage.....\$11.00 per linear foot

Heavy Ink Coverage\$16.00 per linear foot

Scrim Vinyl: Water resistant & primarily for outdoor use.

Light-Medium Ink Coverage.....\$14.00 per linear foot

Heavy Ink Coverage\$19.00 per linear foot

Posterboard: 24" x 30" sturdy, heavyweight posterboard with a matte finish.

Light-Medium Ink Coverage \$24 per sheet

Heavy Ink Coverage \$30 per sheet

Other specialty media types and 44" wide format paper is available by request (full rolls only).

Finishing Services

Foamcore Mounting: Mount your posters or signs on foam-core board for additional durability. We have 24" x 36" foam-core (.1875" thick) in stock but can order larger sizes upon special request (additional turnaround required).

White Foam-Core.....\$2.00 per square foot

Black Foam-Core\$2.50 per square foot

Laminating: Our wide-format laminate material is a medium-weight material (5 mil) with UV protection (to minimize fading), has two layers and is available up to 40" wide. Available in gloss and matte finishes. Gloss finish is standard unless otherwise specified. For laminating smaller posters (11" x 17" and under), see page 6.

Gloss Material\$1.80 per linear foot

Matte Material\$2.55 per linear foot

UV Color Protecting Material.....\$2.85 per linear foot

Velcro or Grommets: A great way to hang or display your items.

Velcro Material.....\$2.75 per linear foot

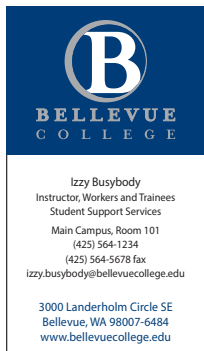
Grommets (brass colored)\$1.00 each

Labor Rates: For finishing services not listed above, the hourly labor rate will apply.

Labor (minimum .25 hour)\$30.00 per hour

Business Cards, Tickets & Room Signs

Standard BC Business Cards



College business cards are created in a format established by Institutional Advancement, and any variation requires prior approval. Orders are filled within two weeks. Order cards via Request Center: *Printing Services > Business Card Order*. Custom business cards are treated as individual print jobs and not subject to the following prices or turnaround.

- BC Business Cards** \$35.00 per 325 cards
- Second Side Printing** \$10.00 per 325 cards
- Additional Rush Charge** \$25.00 per order

BC Event Tickets

Created in-house, these serial numbered tickets have three perforated sections for event accounting. Tickets are available in five colors: white, gray, peach, orchid, and ivory. Turnaround is 3-5 days. Order event tickets via Request Center: *Printing Services > Graphics and Printing*.

1937	Price	Ticket No.	Price	Ticket No.
JDF10	\$7.00	1937 JDF10 1001	1937 JDF10 1001	
1001	The Bellevue College Music Department presents BELLEVUE <i>Schappella</i> Fall 2010 Concert Friday, October 29, 2010 7:30 pm Carlson Theatre General Admission: \$7.00		The Bellevue College Music Department presents BELLEVUE <i>Schappella</i> Fall 2010 Concert Friday, Oct. 29, 2010 7:30 pm Carlson Theatre	
<input type="checkbox"/> C				
<input type="checkbox"/> \$7	BELLEVUE COLLEGE			

- Printing Cost** \$.05 per ticket / .01 for second side printing
- Graphics Set-up Charge** \$80.00 per hour (minimum .25 hour)
- Revisions** (minimum .25 hour) \$80.00 per hour (minimum .25 hour)

Room Signs

Room signage is standardized on Main Campus and at Continuing Education. Turnaround is approximately seven days. Use a Room Sign request to order a new insert that will fit into the wall-mounted fixture by the door. The inserts will be delivered to Campus Operations for installation. Order room signs via Request Center: *Printing Services > Room Sign*.



- Room Sign** \$10.50 per sign

Contact Us

Digital Print Services

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Digital Print Services Manager

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Dianne Rolfson

Graphics, Production & Custom Printing

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