



printing  
services

# Department Price Guide 2024

These prices are for work ordered with an eIT/PSO Internal Order  
No VAT will be charged on Internal Orders  
A Departmental eIT must be raised before placing your order

Please contact us to discuss your print requirements. We can advise you on the most suitable production methods for your work and give you prices and timescales for any design, printing or finishing projects.

## PRINTING SERVICES

### Central Office

13 Infirmary Street, Edinburgh, EH1 1LT

#### General enquiries

Telephone 0131 650 8006 [printing@ed.ac.uk](mailto:printing@ed.ac.uk)

### Central Copy Centre

13 Infirmary Street, Edinburgh, EH1 1LT

Telephone 0131 650 2156 [central.copy@ed.ac.uk](mailto:central.copy@ed.ac.uk)

### Kings Buildings Copy Centre

James Clerk Maxwell Building, The Kings Buildings

Peter Guthrie Tait Road, Edinburgh, EH9 3FD

Telephone 0131 650 5001 [kbcopy@ed.ac.uk](mailto:kbcopy@ed.ac.uk)

[www.ed.ac.uk/printing](http://www.ed.ac.uk/printing)

[UoE Printing Service@UoEPrinting](mailto:UoEPrintingService@UoEPrinting)

[www.facebook.com/UniversityofEdinburghPrintingServices](https://www.facebook.com/UniversityofEdinburghPrintingServices)

## LARGE FORMAT PRINTING

### MATT

Best choice for text and line drawn images

A0	A1	A2
£18.00	£12.00	£9.50

### HIGH GLOSS

This media type is great for high quality images

A0	A1	A2
£23.50	£18.00	£14.00

### HIGH SATIN

Great for high quality images with low reflection

A0	A1	A2
£29.00	£23.50	£18.00

## TRAVEL CANVAS

Foldable canvas for high quality images (easily folded for travelling)

A0	A1	A2
£45.00	£36.00	£26.00

## ART CANVAS

Suitable for box framing

A0	A1	A2
£41.00	£32.00	£22.00

## SELF ADHESIVE

For large format stickers

A0	A1	A2
£31.00	£25.00	£19.00

## POSTER TUBE £3.00

Custom sizes available on request. We use lightfast inks to give you long lasting colours.

## STANDS AND DISPLAY

### ECONOMY POP-UP STAND

A good quality basic banner stand. The graphic is non-replaceable.

Size 800mm x 2000mm\*  
£95 (including banner)

\* The bottom 100mm of the banner will be inserted in the base of the stand.

### DELUX POP-UP STAND

This top quality banner stand is ideal for long term use and for replacing graphics.

Size 800mm x 2200mm\*  
£245 (including banner)

Replacement banner £53 (including fitting on your stand)

\* The bottom 200mm of the banner will be inserted in the base of the stand.

### INDOOR/OUTDOOR POSTER STAND

This poster stand is a heavy-duty double sided sign for indoor or outdoor display. The posters can be easily replaced.

Poster size is A1 (594mm x 841mm)  
£150 (stand only)

### MOUNTING ON 5mm FOAMBOARD

A1 £20    A2 £10    A3 £5

### BOX FRAMED CANVAS PRINTS

We can print your favourite photo on canvas and mount it on a lightweight box frame.

12"x12" (305mm x 305mm) = £30  
16"x 12" (405mm x 305mm) = £35

(price includes canvas print)

## Paper size guide

<b>A0</b> 841mm x 1189mm	<b>A3</b> 297mm x 420mm
<b>A1</b> 594mm x 841mm	<b>A4</b> 210mm x 297mm
<b>A2</b> 420mm x 594mm	

## Lamination/Encapsulation

High quality waterproof film to seal and protect your prints

<b>A0</b> £21.00	<b>A1</b> £16.00	<b>A2</b> £14.00
<b>A3</b> £2.00	<b>A4</b> £1.50	

## UNIVERSITY CORPORATE STYLE STATIONERY

(100% recycled paper/card)

### LETTERHEADS

Litho Printed on 80gsm

Standard 2-col	500	1000	Run on per 1000
PSO Online	£60.00	£75.00	£35.00
eIT order	£70.00	£85.00	£35.00

With extra colours	500	1000	Run on per 1000
PSO Online	£75.00	£90.00	£35.00
eIT order	£85.00	£100.00	£35.00

### COMPLIMENT SLIPS

Digitally Printed on 80gsm

	250	500	Run on per 250
PSO Online	£39.00	£49.00	£20.00
eIT order	£49.00	£59.00	£20.00

### BUSINESS CARDS

Digitally Printed on 300gsm

	100	200	250
PSO Online	£30.00	£35.00	£37.50
eIT order	£40.00	£45.00	£47.50

	300	500	Run on per 100
PSO Online	£40.00	£50.00	£5.00
eIT order	£50.00	£60.00	£5.00

Add £5 per 100 for double sided cards

## HIGH RESOLUTION DIGITAL COLOUR PRINTING

### A4 COLOUR\*

1-100	35p
101-300	28p
301-500	22p
500+	18p

### A3 COLOUR\*

1-100	60p
101-300	50p
301-500	30p
500+	20p

## DIGITAL MONO PRINTING

Printed on 80gsm recycled

### A4 MONO\*

1-5000	3.5p
5k-10k	3p
10k +	2.5p

### A3 MONO\*

1-5000	7p
5000+	6p
10k+	5p

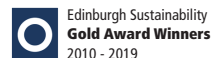
For card stock please add  
A4 +5p A3 +10p per sheet

\*Printing costs are per side

## PRINT BUYING

We offer a full print buying service to our departmental customers and will source the best price from University approved print suppliers.

We aim to reduce our impact on the environment by working in the most sustainable way possible.



## BINDING

### WIRO BINDING

Black metal spiral bind

	Small	Large
1-50	£1.90	£2.40
51-100	£1.70	£2.20
100+	£1.40	£1.90

Add 10p per clear plastic cover to above if required

### PERFECT BINDING

Glue bind with a full wrap around cover and spine

£20 set up and first copy

£2 per additional copy

For more information contact KB Copy Centre

We offer a wide selection of binding and finishing options, including stapling and hole punching. Please contact us for more details and costs. Handwork will be calculated at £30.00 per hour and machine work at £36.00 per hour. Minimum charge is £5.00

### FASTBACK BINDING

Black thermal glue bind

	Small	Large
1-50	£1.90	£2.40
51-100	£1.70	£2.20
100+	£1.40	£1.90

Add 10p per clear plastic cover to above if required

### FOLD & STAPLE BINDING

Ideal for A4 and A5 booklets

Cost: 7p per book

### GUILLOTINE SERVICE AVAILABLE

Minimum charge is £5.00

## DI DIGITAL PRESS LITHO PRINTING

Please ask about our sustainable litho printing option for print runs of over 500 copies.

This clean technology has chemical free integrated plate making, uses vegetable based inks and needs no chemicals or alcohol.

We are happy to provide prices and timescales for your print projects.

## PAPER

We use FSC and recycled papers and boards in a wide range of weights and finishes. Please ask to see samples and we can advise on the most suitable paper stock for your printed materials.

## DESIGN and PRE-PRESS

Our design team can offer a full Graphic Design service to help you with your creative projects. We can also help you with your own design and artwork to make sure it is set up correctly for printing.

Cost £36 per hour (min charge £5)