

Submitting Print Jobs

For Luther College faculty and staff we have the TRAC Solutions website, **luther.ricohtrac.com**, where you can submit jobs for printing and receive updates when the jobs are completed.



For students and off-campus groups we recommend emailing job submissions to the Document Center's email: **doccenter@luther.edu**.

What file types are accepted?

We can print from the following file types:

PDF

We prefer a PDF document for your print request, even if you are sending another file type; a PDF will ensure we are able to match your expectations better.

Image files: JPEG and PNG

For best quality file should be at 200dpi and if possible placed in a document the size you want it printed. If sending multiple images in an email please place them into a ZIP file and send as one attachment or bring on a flash drive.

Microsoft Office 2016 documents: Word, Publisher, Excel and PowerPoint

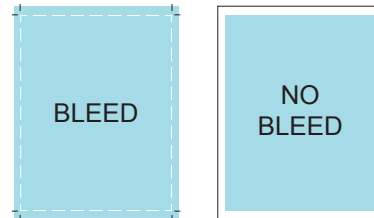
While we can print from these file types, font and formatting might be different than what is on your computer's display. It is best to send a PDF also whenever possible.

Adobe Creative Suite Photoshop, InDesign and Illustrator

Fonts may need to be included along with any linked images in the document. For InDesign files we require a packaged file along with a PDF.

What is bleed?

It is the part of the page that will get trimmed off during the printing process. A document may have images or elements that touch the edge of the page, extending beyond the edge, leaving no white margin. A document with bleed must be printed on a larger sheet of paper and then trimmed down.



Copyright and Fair Use

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LUTHER COLLEGE

DOCUMENT CENTER Price Guide 2018



Hours of operation

Monday - Friday

7:30 AM - 4:30 PM

*Closed on Luther College
observed holidays*

Document Center
Luther College
700 College Drive
Decorah, IA 52101

563.387.1631 PHONE

563.387.2158 FAX

doccenter@luther.edu

luther.ricohtrac.com

luther.edu/doc-mail/

Effective June, 2018

NOTE: Prices are subject to change

Black & White <small>(printed on 20lb recycled paper)</small>	
Letter (8.5x11).....	3¢ per side
Legal (8.5x14).....	5¢ per side
Tabloid (11x17).....	6¢ per side
Super Tabloid (12x18) ¹	10¢ per side
<small>¹ (70lb paper is used)</small>	

Color <small>(printed on 32lb paper)</small>	
Letter (8.5x11).....	25¢ per side
Legal (8.5x14).....	35¢ per side
Tabloid (11x17).....	45¢ per side
Super Tabloid (12x18) ¹	55¢ per side
<small>¹ (70lb paper is used)</small>	

Photo Printing	
80# gloss cover letter sized.....	32¢
<small>cutting is extra</small>	

Passport Photos	
Letter sized page of photos	\$2.32
<small>(includes printing on photo paper)</small>	

Laminating <small>(maximum of 24" wide)</small>	
Hot lamination 3 mil	40¢ per running inch
\$4.00 minimum charge	
ID Card	\$2.00

Graphic Design Work <small>(Luther printwork only)</small>	
Hourly rate	\$15.00
<small>Print work that is not "print ready" may be charged a set up fee.</small>	

Scanning	
Hourly rate	\$15.00
<small>College related jobs and single documents scanned to email are FREE.</small>	

Faxing	
Sent within the U.S.A.	50¢ per sheet
International.....	\$1.00 per sheet
Receiving faxes as a PDF is free to Faculty, Staff and Students.	

Finishing	
Cutting.....	50¢ per cut*
Stapling.....	2¢ per staple
Folding.....	\$1.00 per fold*
Drilling	50¢*
Padding	50¢*
Collate.....	70¢*
Tabbing for mailers	4¢ per tab
Hand Collate and Folding.....	\$15.00 per hour
<small>*per 100 sheets</small>	

Comb Binding <small>(square hole)</small>	
Thickness of book	
1/2 inch	50¢
5/8 to 3/4 inch.....	95¢
7/8 inch	\$1.15
1 1/2 inch.....	\$2.00
2 inch	\$3.30
Labor <small>(charged per book)</small>	
up to 100 pages.....	\$1.50
101 to 200 pages.....	\$2.00
201+ pages.....	\$4.00
Clear Covers	55¢ per set

Spiral Binding <small>(round hole)</small>	
Thickness of book	
3/8 inch	\$1.00
3/4 inch	\$1.90
1 1/2 inch.....	\$4.00
Labor <small>(charged per book)</small>	
up to 100 pages.....	\$3.00
101 to 200+ pages.....	\$4.00
Clear Covers	55¢ per set

Carbonless (NCR)	
2-part 8.5 x 11	18¢ per set
3-part 8.5 x 11	23¢ per set
4-part 8.5 x 11	27¢ per set
<small>Includes price of printing, padding is additional charge.</small>	

Wide Format Printing <small>(up to 42" wide)</small>	
Campus work is charged at \$4.00 per ft ²	
Off Campus & Personal work is charged at \$8.00 per ft ²	

Bulk Mailing	
Save money on postage costs by sending your mailing by bulk mail.	
Required form : http://goo.gl/3DqWA7	
<small>(case sensitive)</small>	

- First Class Presort
- Requires at least 500 addresses to qualify.
 - Addresses are verified with NCOA database.
 - Includes mail forwarding.
 - You will receive back any undeliverable mail.

- Standard Presort
- Requires at least 200 addresses to qualify.
 - Addresses are verified with NCOA database.

Business Cards	
Luther College Faculty and Staff can request Luther College business cards through the website at:	
http://www.luther.edu/doc-mail/document-center/business-cards/	
or	
http://goo.gl/QaCzHB	
<small>Off-campus and student business card requests please talk to the Document Center staff before placing your order.</small>	

Paper Stocks	
Most colored papers come in letter size. Please check with Document Center staff for paper colors in other sizes.	

Prices and colors are subject to change and availability.

Re-entry Red	Natrual - Royal Fiber
Fireball Fuscia	Garden Springs Green
Pulsar Pink	Martian Green
Powder Pink	Popper-mint Green
Crackling Canary	Gamma Green
Lift Off Lemon	TNT Teal
Galaxy Gold	Celestial Blue
Cosmic Orange	Bottle Rocket Blue
Rat-a-Tat Tan	Luminous Lavender
Flashing Ivory	Echo Orchid
Balsa	Planetary Purple
Creme - 80# Letter	Smoke Gray
Ice Blue - Royal Fiber	Star Dust White
Driftwood	Vanilla

Above are some of the paper colors we carry (call for available sizes and paper weights)