



## Microphotography Services

Our Microphotography Department can provide you with B&W and color prints for your portfolio, publication or framing. Prints may be made from your negatives, photos and computer files. B&W and color slides may also be produced for seminars.

Normal processing time for an order is 3-5 working days, exclusive of holidays. Rush orders (same day) must be received at the Copy Center by 12:00 noon. Work accepted on a rush basis will be subject to a surcharge: same day service 100%; next day service 50%.

- Single-weight prints (B&W) Digital/Photo
  - 4x5.....\$5.00/\$7.50
  - 5x7 .....5.00/7.50
  - 8 x 10 ..... 6.50/9.00
  - 8.5 x 11 .....8.00/10.50
  - 11 x 14 ..... 12.00/15.50
  - 11 x 17.....19.50/NA

Color prints (digital only) please add \$2 to the above pricing. Color photo prints are priced by the job.

- 35mm slides (B&W or color)
  - Plastic Frame..... 5.00
 (Minimum order \$15.00)

(NOTE: preceeding slides may require scanning or negatives)

Price per scan or negative..... 5.00

Dry-mounting and sepia-toning available at extra cost.

- 35mm B&W Line-copy negative (3-4 exp. Strip). See Microfilm negatives below.
- 35mm B&W Tone-copy negative from color slide..... 4.25
- 4x5 B&W Tone-copy negative (1-exposure, Polaroid)..... 9.50
- 35mm B&W Microfilm
  - Camera negative, standard, per exposure..... .50
  - (minimum order \$15.00)
  - Camera negative, rare books & mss, per exposure..... .50
  - (minimum order \$15.00)

- Camera negatives, newspaper, per exposure..... \$.50
- (minimum order \$15.00)
- Printed negative or positive film copy, per foot....50
- (minimum order \$15.00)
- Reel and box ..... 2.00
- Dissertation Microfilming Service, from hard copy or digital file **"PDF with fonts"** (exclusive of personal copies or mailing)
  - Microfilming ..... 75.00
  - Binding (per copy) ..... 17.50
  - Copyright Registration..... 70.00
  - Digital file processing..... 10.00

- Document Lamination Services: (1.5 & 3 mil)
  - 25" wide roll (min 1 ft.) ..... 1.25/ft..... 1.75/ft
  - 12" wide roll (min 1 ft) ..... 1.00/ft..... 1.50/ft
  - I.D. card pocket ..... .55 ea.
  - 4" x 6" & 6" x 9" pocket ..... .75 ea.
  - 9" x 11.5" pocket .....\$1.25 ea.

- Print Dry Mounting on Foamcore (\$5 min)
  - 5x7—11x14..... 10.00/sq. ft.
  - Larger/Wide format ..... 3.75/sq. ft.

- Special cutting/trimming, etc..... \$35.00/hr. (\$2.00 min)

Microphotography Division is located in the Alderman Library Copy Center  
Call 924-3785 for information



University of Virginia  
Printing & Copying Services  
2474 Old Ivy Rd.  
P.O. Box 400728  
Charlottesville VA 22904-4728

Phone: 434.924.3785  
Fax: 434.924.0516  
Email: [uvacopy@virginia.edu](mailto:uvacopy@virginia.edu)  
Web: [WWW.VIRGINIA.EDU/UVAPRINT](http://WWW.VIRGINIA.EDU/UVAPRINT)



# Copy Center Division

of  
UVA Printing & Copying Services

Listing of services  
May 2008

## LOCATIONS

	Phone/Fax
Alderman Library, 1st Floor	924-3785/924-0516
Carruthers Hall, 1st Floor	924-7716/924-3105
Chemistry Building, #401	982-2098/982-2099
Hospital West, #1186	924-5681/982-1828

Hours of operation  
Open 8-5, Monday through Friday  
Closed on University Holidays

Visit us on the web!  
[Http://www.virginia.edu/uvaprint](http://www.virginia.edu/uvaprint)

# GENERAL INFORMATION

## Copy Preparation:

- Originals can be accepted on hard copy, 3.5" disk, Zip disk, CD or through the UVA network; color or B&W (call to see if your software package is supported)
- Hard copy originals should be on white paper.
- Give explicit instructions for special orders.
- Proofread your original/file, make sure pages are in correct order.

## Available Services:

- Copying B&W and FULL COLOR copies from hard copy or digital. 35mm computer slides, OCR, scanning of photo's etc to disk, correspondence, memos, handouts, class notes, course packs, posters, thesis, dissertations, table tents & more.
- Binding: spiral, coil, velo, wire, tape, on site case bindings, book binding for thesis and dissertations.
- Cutting, folding, stapling, fax, laminating, microfilming, padding, P.S. Publishing (custom course packs), copyright approval service and more!
- Fax Sending & Receiving:  
Send (within Continental U.S. .... \$ .90/per page  
Receive..... .50/per page



**We have the staff & equipment to complete your job in a professional manner**

FAX sent outside the Continental U.S. ....\$4.50  
for 1st page, each additional page \$1.00 ea.

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Fax: 434.924.0516  
Email: uvacopy@virginia.edu  
Web: WWW.VIRGINIA.EDU/  
UVAPRINT

## Copy Price List

# Copies/original	\$/2-sided	\$/1-sided
1-50	.05	.055
51-250	.045	.05
251-500	.04	.045
501+	.035	.04

The above pricing is for copies on 8.5" x 11" white recycled bond. For 11" x 17" copies please double the above charges.

## Additional Charges:

Legal (8.5" x 14") white.....	\$.01 ea.
3-hole punched (white).....	n/c
Color paper (8.5" x 11" - 8.5" x 14").....	.02 ea.
(11" x 17").....	.04 ea
Thesis paper.....	.03 ea.
Resume paper (Classic & Strathmore).....	.05 ea.
Resume Envelopes (Classic & Strathmore).....	.10 ea.
Color.....	.10 ea.
Cardstock 8.5" x 11" .....	.04 ea.
8.5" x 14" .....	.05 ea.
11" x 17" .....	.08 ea.
Transparencies (non-color).....	.60 ea.
Labels (33/page).....	.35 ea
NCR 8.5" x 11".....	.05 ea.
NCR 11" x 17" .....	.10 ea.
Tabs .....	.15 ea.
Laser paper (28# - 70#) 8.5" x 11, 8.5 x 14 .....	.03 ea.
11" x 17" .....	.06 ea.
Laser cardstock (80#) 8.5" x 11, 8.5 x 14 .....	.05 ea
11" x 17" .....	.10 ea

**Poster Copies** (made from your 8.5" x 11" original).  
Black print.

18" x 24" (on white paper).....	\$2.00 ea.
18" x 24" (on card stock).....	\$4.50 ea.
18" x 48" banner.....	\$8.99 ea.

## Services

Stapling (auto).....	.01 ea.	Hand stapling.....	.05 ea.
Folding (per fold) ... (by hand).....	.05	(auto).....	.01 ea.
Hand placement/book copying.....	.05 ea.		
Padding (\$5.00 min.).....	.25 ea.		

## Special Handling

Rare Books/Manuscripts .....	.25 ea.
Other Services (operator discretion)	
Handwork (\$2.00 min).....	\$35.00 hr.
Computer Editing (\$5.00 min) .....	\$40.00 hr.

- **Binding Charges** (rebinds are 1/2 price)  
Spiral & Velo & Coil (Wire add \$.50, Coil add \$1.00)  
1/4" - 1".....\$1.65 ea.  
1 1/4" - 2" .....

## Tape Bind

- 15-125 sheets plus covers ..... 1.10 ea.
- Hard Cover Bind (ChannelBind System)  
All sizes..... \$8.00 ea.

## Color Imaging & Copy Services:

(From hard copy or computer files)

- 8.5" x 11 -& 8.5" x 14" .....\$ .79 ea.  
(.60 ea. For 10+ copies per original)
- 11" x 17" .....

## WIDE FORMAT COLOR:

- Wide format (42" x ?) B&W.....\$5/sq ft
- Wide format (42" x ?) Color.....\$13/sq ft

(prices are based on a ready-to-go file; scanning, typesetting, etc., are extra. Multiple posters (color only) of the same file will be charged at 1/2 price)

## 35mm Color Computer Slides

- 3 day (in by 9:30).....\$3.25/slide
- 2 day (in by 9:30).....\$4.50/slide
- Same day (in by 8:30).....\$7.00/slide
- Large file imaging (>1MB).....\$2.00/meg
- Minimum order.....\$15.00/job