

# Guide to Services and Products

Produced for you by Printing Services

[www.port.ac.uk/printingservices](http://www.port.ac.uk/printingservices)

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# Welcome!

Thank you for visiting University Printing Services.

This Guide has been produced to inform you of some of the many products and services that we can provide for you.

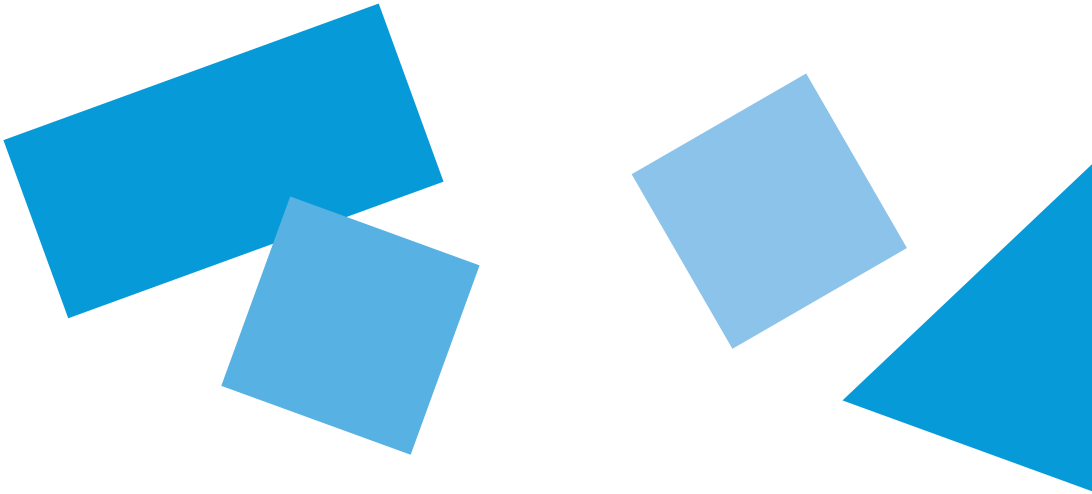
The Printing Services team manage a wide range of print and document management services for the University. In the previous financial year, Printing Services dealt with 4,484 separate print requisitions from University departments alone.

These requests cover everything from the supply of paper through to huge exhibition graphics. From print-on-demand flyers, to our prospectuses. From your business card, through to all marketing literature, and internal and external signage.

We also manage the print requirements for strategic city partnerships, including Portsmouth City Council and the NHS, further education establishments, and schools and colleges.

But it's not just about print. We also provide additional services including artworking and Electronic Document Management (EDM) archival scanning solutions and metadating.

The benefit of all this activity is reflected in our pricing, which we actively benchmark. This pricing has remained unchanged since 2011 and is up to 64 per cent cheaper than the high street which directly helps our students with the cost of their printing requirements e.g. dissertations, portfolios, thesis, posters etc.



In addition, these price benefits are available to **everybody** who uses the service – **for both work and home**. Here are some examples of the products we have produced for students, staff and alumni in the past:

- Posters
- Canvas Prints and Framing
- Wedding invitations and envelopes
- Postcard invites
- Photographic prints/Photobooks
- High definition scanning and reproduction
- Print-on-demand self publishing books
- CD and DVD music and video printing and fulfilment
- Birthday banners
- Stationery and small business materials etc.

Importantly, you can now access the service 24/7 from wherever you are through our online store. You can select the category of print you require and pay through the store. It could not be simpler.

So whatever your printing needs please get in touch, as we are here to help support you.



# A Guide to Services

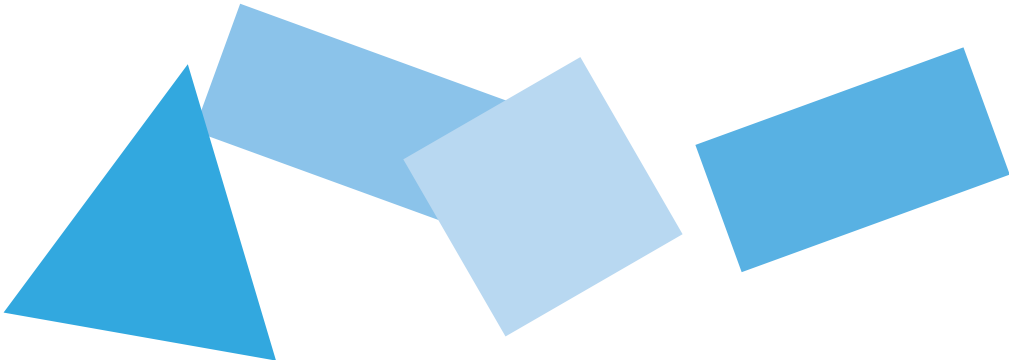
Here is a list of key activities that Printing Services undertake that may be of interest to you:

## State-of-the-art digital printing

Our internal print facility has the ability to produce all your professional documents and teaching materials, from simple black and white printing to colour publications on demand. No need for long print runs and the problem of storing it. Our digital print facility can quickly produce the quantity you require, however small, allowing you to make your print as current as all your other communications (e.g. web, email).

Here are some examples of our pricing on very simple items – remember, there is no minimum print run length, and these items can be found on our online store.

Flyers • Leaflets • Small posters		
Quantity	Size/Item	Price
500	A5 flyers (single-sided)	£25.00
250	A5 flyers (single-sided)	£12.50
1000	A6 flyers (single-sided)	£25.00
500	A6 flyers (double-sided)	£18.90
250	DL leaflets (double-sided)	£12.50
250	A5 4-page (double-sided) leaflet	£37.50
100	A4 posters	£23.00
50	A3 posters	£22.50



## Large photo books

We can produce large format landscape A3 photo books, printed throughout on 300gsm silk board and finished with a smart silver wire bound mechanism and clear plastic overlay covers and hardboard backing from your supplied finished artwork.

Item	Price
12 page A3 landscape photo book	£8.34
24 page A3 landscape photo book	£11.04
36 page A3 landscape photo book	£16.44
48 page A3 landscape photo book	£21.84

## Perfect bound paperbacks

We can produce print-on-demand books for any self publishers out there, producing only when you require a copy.

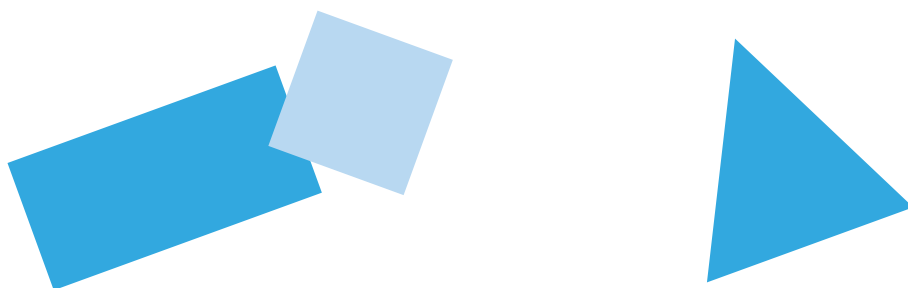
### For example:

Standard novel size – 5.5 inches x 8.5 inches (216mm x 140mm)

Thick (300gsm) full colour covers with 75gsm uncoated text, printed black and white

Item	Price
Unit cost with text of 75 pages	£3.95
Unit cost with text of 100 pages	£5.30
Unit cost with text of 150 pages	£6.50

If you would you like us to price your requirements of any nature, simply email [printestimate@port.ac.uk](mailto:printestimate@port.ac.uk), or come and see us in Anglesea Building to discuss your project with us. The team can then price items for you.



## Display materials

We produce display materials, banners, graphics and stands, very large format posters, laminating, eyeleting, using PVC, vinyl, and canvas (and wooden framing).

Here are some of our prices on a small range of these items:

Large posters	Price	+ Lamination	+ Foamboard
A2 posters	£5.00	£5.00	£7.50
A1 posters	£7.00	£7.00	£13.00
A0 posters	£10.00	£10.00	£30.00

**Note: Printing posters for students is one of the most popular items on our online store – [www.port.ac.uk/webtoprint/pay](http://www.port.ac.uk/webtoprint/pay). No queuing, all trimmed and packaged for collection.**

We have a range of different paper stocks and can also laminate and mount your posters on to foamboard. The maximum width x length of banner we can produce in-house is 1.5 metres x 30 metres, and we have produced everything from exhibition materials, theatre billboards, film backdrops through to personalised wrapping paper.

Here are some of our prices on a small range of these items:

Very large backdrops (high quality PVC Greyback)	Price
1.5 metres (wide) x 1 metre (high)	£40.00
1.5 metres (wide) x 2 metres (high)	£60.00
1.5 metres (wide) x 4 metres (high)	£80.00

## Canvas printing and framing

You will see many of our canvas frames across campus in offices, corridors and catering facilities. They can also be produced for you, with your pictures:

Canvas sizes	Price
10 inches x 10 inches (25.5 cm x 25.5 cm)	£22.50
16 inches x 12 inches (41 cm x 30.5 cm)	£30.00
30 inches x 24 inches (76 cm x 61 cm)	£55.00

## Disc production – printing, burning, casing and boxing

We print professional use CD and DVD and Blu-Ray discs. These are also popular with departments, corporate partners as well as many filmmakers and budding musicians.

**Professional CD/DVD (Taiyo Yuden) automated printing and burning from £1.20 per unit**

**Price for producing professional printed and burned CDs with clear jewel cases, printed back inlays and 4-page cover booklets from just £1.81 per unit**

## Paper

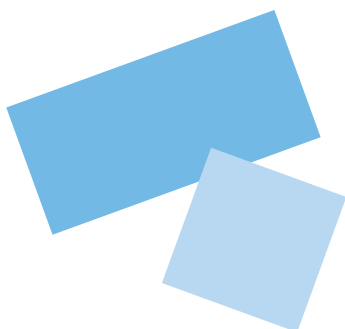
All the paper we buy is carbon balanced to reduce the carbon impact of its manufacture. We also specify the correct grade of paper and board for your printed publication, working directly with approved paper merchants. Staff can also take advantage of these savings for their office MFD or home printer.

### For example:

Size	Item	Price
A4	1 x box white office paper (5 reams of 500 sheets)	£11.90
A3	1 x ream (500 sheets) white office paper	£5.35

We also carry stocks of different sized paper and coloured paper and card, so if you need a bespoke size sheet or reel for anything you are working on come and see the team and we will cut it to size and package it for you.

If you would you like us to price your requirements of any nature, simply email [printestimate@port.ac.uk](mailto:printestimate@port.ac.uk), or come and see us in Anglesea Building to discuss your project with us. The team can then price items for you.





## Corporate stationery

With our print-on-demand technology, no quantity is too small and you do not need to stockpile printed items. Here are some of our prices on a small range of these items:

University business cards	University letterheads	University compliment slips
100 = £19.00	100 = £25.00	100 = £20.00
250 = £26.00	200 = £35.00	150 = £25.00
500 = £36.00	300 = £45.00	200 = £30.00
1000 = £44.00	500 = £65.00	300 = £40.00

Note: These items follow the style given in the University's Corporate Identity Guidelines ([www.port.ac.uk/corpid](http://www.port.ac.uk/corpid)) and should not be altered.

University notebooks (cover personalised with your name and job title)	University C5 envelopes (non window)
A5 (100 pages) = £5.00 each	100 = £15.00
A4 (100 pages) = £10.00 each	200 = £30.00
	300 = £45.00
	400 = £65.00

Other popular items from our roadshows include:

CD cased desk calendars = £2.00 each

A3 Jotter pad = £7.00 each

## Binding

We have a binding line with every type of finishing to meet all your requirements e.g. saddle stitching, soft binding, perfect binding, wire-binding, and hardbacked binding with gold or silver embossing. This means we can make all kind of books, calendars, pads, thesis, dissertations, teaching materials and manuals.

**Our full binding charges start from just £1.50**

## Thesis printing and binding

Printing Services follow regulations specified in the University of Portsmouth Postgraduate Research Student Handbook for submission of your thesis for the Research Section within Academic Registry, and to meet the requirements of the British Library.

This includes the production of your soft bound copies before your *viva voce* examination, through to the submission of the final hard bound thesis coupled with a PDF copy of your thesis on to a printed CD to be produced at the same time.

### Number of pages:

Your soft bound copy can be produced in a single volume up to 400 pages.

When producing your final hard bound thesis, if your page count is above 280 pages, we would produce this in two volumes for you.

**Printing costs: 4p per sheet**

**Binding costs: Soft binding – £5.00 per copy**  
**Hardback binding – £30.00 per copy**

**CD printed with cover details and burnt with PDF version of thesis, placed in a clear slipcase – £1.40 each**

Hardback binding, as per the Regulations, includes up to nine lines of gold 24pt embossed lettering. This comprises: up to six lines for the title at the top of the front cover; three lines at the bottom of the front cover for your name, degree, and the year; one line on the spine for the same details as appear at the bottom of the front cover.

### Example total cost for a standard 250 page printed thesis from initial submission to final submission:

	Price
Soft bound 250 page version	£15.00
Gold embossed hardback 250 page version with printed CD	£41.40
<b>TOTAL</b>	<b>£56.40</b>

### Turnaround times

The production of gold blocked hardbound thesis is labour intensive and therefore we require 72 hours minimum to produce these for you.

If you require your hardbound thesis manufactured in under 72 hours we may be able to accommodate your request depending on the amount of work going through the service at the time of your request. However please note that additional charges may be incurred e.g. same day – £15.00, next day – £10.00.

## Dissertation printing and binding

Printing Services follows all University of Portsmouth regulations for the printing and binding of dissertations.

This includes having a unique pricing mechanism whether your dissertation is black and white or colour, or a mix of both, to give you the most cost effective production available.

We also carry all the exact colour card materials required by your different faculties and departments for your cover use. We have printed CDs with glued in slipcases available, as well as integral back pockets for those required to submit additional large materials e.g. maps, drawings.

For a full breakdown of our complete dissertation pricing please see the inside back cover for details.

Here are the two options for using the Dissertation Printing and Binding service:

### 1. Use the Online Store

Our dissertation service which is used by hundreds of students each year is the most popular item on our online store at [www.port.ac.uk/webtoprint/pay](http://www.port.ac.uk/webtoprint/pay) because all the queues can be avoided.

All the different options are available on the store so you can choose the size of your dissertation and cover requirements, any additional features such as CDs etc. then purchase through the store.

All orders received through the online store are ready for collection within 48 hours (Monday–Friday). As part of our service you will receive a call when your dissertation is ready for collection, enabling you to visit the service just once to collect your finished items.

*Be smart... if you need to include a signed declaration form as part of your dissertation, complete it and obtain a clear image of it (scan or photograph it) and include it within your PDF.*

### 2. Visit us to use the Drop-and-Go service

We also offer a 'Drop-and-Go' service for those of you not using the online store. This enables you to visit reception and complete a dissertation Print Requisition form in writing. Please bring your dissertation in PDF format on a USB stick for submission. This will be kept with your job during the production process and returned to you when you collect and pay for your dissertation.

Please note all orders received through our 'Drop-and-Go' service are subject to turnaround times set daily on the day of dropping off the work. While it is aimed that maximum turnaround times are kept in line with those of the online store, e.g. 48 hours, at peak times our 'Drop-and-Go' service turnaround times may extend beyond this.

## Print management

Some publications require external print management.

The Printing Services team prepare external print specifications for quotation that are issued to our external vendor base to respond to. This supplier base has been selected through a University Purchasing-led European tender involving the British Printing Industries Federation.

The team review all quotations from all suppliers, placing the job at the most competitive price, and manage your print project from inception through to delivery, to meet agreed deadlines.

## Multi Functional Devices for your department

Multi functional devices (MFD) copy, print and scan and are cheaper to run than office printers. The devices come complete with full service support and are inclusive of all toner and replacement parts. We can undertake print audits of your departmental printer(s) and specify the correct MFD for your requirements.

## Scanning and printing

We can undertake high volume scanning to convert all your hard copy documents to digital files for your reference, should you wish to print them or not, and can input them and code them into the University's Electronic Document Management (EDM) solution on your behalf. Please get in touch to discuss your requirements.

**Large format scanning, additional metadata and EDM placement from £1.15**

Our scanning technology also allows us to create a high definition file of any valued picture that you may own and produce a quality reproduction of that image on our high quality digital printers on a range of different materials – a canvas, for instance.

**Scanning any image of this type up to A0 size is from £4.00 per scan**

## Marketing and promotion materials

We work very closely with our colleagues in Corporate Communications to ensure that your request for any marketing and promotional materials is managed professionally and in line with the University's Corporate Identity Guidelines.

If you are planning any marketing or promotional materials please email [corporate.communications@port.ac.uk](mailto:corporate.communications@port.ac.uk) in the first instance, and we will work together with our colleagues to deliver your requirements.

## Shipment

As part of the service we provide we can ship your printed items via Parcellforce for you at enhanced rates. We can also ship your own pre-packaged items for you at these rates.

Here are some of our prices on a small range of these items:

Item	Price
Parcellforce 48hr (UK Mainland) – item weight up to 30 kilos	£8.00 inc. VAT
Parcellforce 24hr (UK Mainland) – item weight up to 30 kilos	£12.00 inc. VAT
Parcellforce Europriority 48hr (EU) – item weight up to 30 kilos	£27.00 inc. VAT

Please note we currently do not provide shipment services for goods purchased through the online store.

## Online Store

Our online store allows you to use Printing Services whenever you require from wherever you are. You can select the type of product you want and make the purchase.

[www.port.ac.uk/webtoprint/pay](http://www.port.ac.uk/webtoprint/pay)



## Come and see us and have a chat

This booklet is only a sample of what we undertake and you may have a bespoke product that we can advise you on.

To give you an idea of the range of requests we deal with here is a list of a few products that we have been involved with this year that are not in this brochure:

Exhibition drapes • building wraps • window vinyls • exterior signage • gallery installation • vinyl lettering • electro-static cling material • life-size free standing cut outs • vehicle wraps • beer mats • theatre programmes • UK-wide event materials including Parliament • table cloths • lamppost banners • tickets • hoardings • and more.

# Contact us

Please contact us using the details below, visit our webpages for more information, or just drop in to see us at our reception in Anglesea Building.

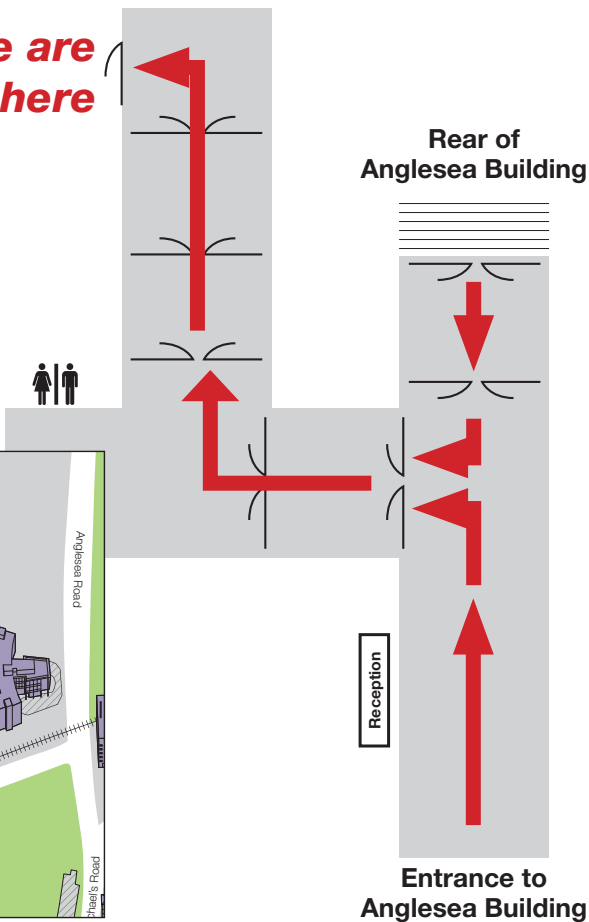
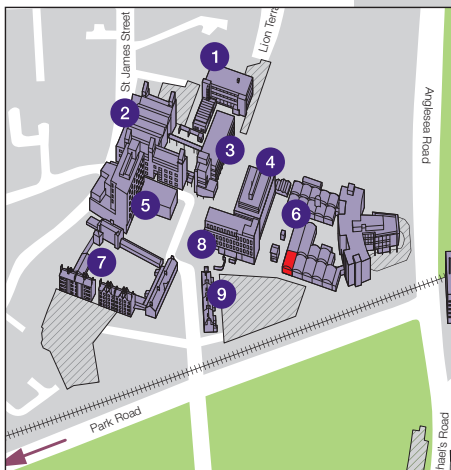
## Printing Services

University of Portsmouth  
Anglesea Building  
Anglesea Road  
Portsmouth  
PO1 3DJ

T: 023 9284 3368

E: [print-photo@port.ac.uk](mailto:print-photo@port.ac.uk)  
[printestimate@port.ac.uk](mailto:printestimate@port.ac.uk)

W: [www.port.ac.uk/printingservices](http://www.port.ac.uk/printingservices)



# Dissertation prices

All prices include single-sided printing and binding (with clear plastic sheet and card front and back) to University dissertation specifications.

Mono		Mixed			Colour	
Up to (pages)	Cost	Up to (pages)	Cost	Max. amount of colour pages	Up to (pages)	Cost
20	£2.90	20	£4.70	5	20	£6.30
30	£3.30	30	£6.00	8	30	£8.40
40	£3.70	40	£7.30	10	40	£10.50
50	£4.10	50	£8.60	13	50	£12.60
60	£4.50	60	£9.90	15	60	£14.70
70	£4.90	70	£11.20	18	70	£16.80
80	£5.30	80	£12.50	20	80	£18.90
90	£5.70	90	£13.80	23	90	£21.00
100	£6.10	100	£15.10	25	100	£23.10
110	£6.50	110	£16.40	28	110	£25.20
120	£6.90	120	£17.70	30	120	£27.30
130	£7.30	130	£19.00	33	130	£29.40
140	£7.70	140	£20.30	35	140	£31.50
150	£8.10	150	£21.60	38	150	£33.60
160	£8.50	160	£22.90	40	160	£35.70
170	£8.90	170	£24.20	43	170	£37.80
180	£9.30	180	£25.50	45	180	£39.90
190	£9.70	190	£26.80	48	190	£42.00
200	£10.10	200	£28.10	50	200	£44.10
210	£10.50	210	£29.40	53	210	£46.20
220	£10.90	220	£30.70	55	220	£48.30
230	£11.30	230	£32.00	58	230	£50.40
240	£11.70	240	£33.30	60	240	£52.50
250	£12.10	250	£34.60	63	250	£54.60



E&OE

Information in this booklet is correct at time of going to press (December 2016).  
This version supersedes all previous versions.

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