

### T-Shirts

Shirt and imprint colors - black, white, green, yellow  
Front or back imprint: Short sleeve - \$10  
Front or back imprint: Long sleeve - \$15  
Additional side - \$7  
Full color - Add \$5  
Standard sizes are XL, L, M, S other sizes available upon request, ask for more details.  
\*XXL = additional \$2  
\*XXXL = additional \$3



Design & Sign works with NDSU departments and off-campus suppliers to ensure we provide affordable products and high quality services. Our staff of graphic designers are trained to assist you with all your design and printing needs. We can create from scratch or produce products with provided files and designs. Because of our partnerships and talented staff, we can provide design, marketing, advertising, and promotional services in addition to our products listed thus far.

### Design & Labor Rates

If we need to spend more than 5 minutes opening and altering your files to meet our production requirements, a design fee will be applied. In addition to design charges, some products also require labor charges to meet your needs. Ask our friendly staff for a quote.

#### Minimum of 1/2 hour per project

Graphic Design . . . . .	\$25 / hr.	<b>Vinyl Installation fee</b>	
General Labor . . . . .	\$15 / hr.	Installation fee. . . . .	\$ 50 / project

(folding, cutting, mounting, scoring, etc.)

### File Types

Although we do our best to make as many file types work as possible, some are better than others and some should be avoided completely. We support both Mac and PC platforms and have the most current software programs.

Preferred file types include: .pdf, .eps, .ai, .psd, .tiff, and .indd. Acceptable file types include .doc, and .ppt. We do not recommend using .jpeg or .gif files if it can be avoided. For best results, please provide a .pdf at the size you need

### Turnaround Time

We ask that you allow 24 hours for most orders that are ready to print. We do our best to accommodate for quick timelines when possible, but please allow time for unexpected troubles with computers and workload considerations.

If your order needs design, layout, proofing, etc., please allow for additional time. For more complex orders involving creative or vendor assistance, ask for a time estimate when quoting order.

### Payment Options

We accept department charges (NDSU Depts.), Bison Bucks, Cash, Check, and Credit Card. If paying with Department Charge, please have the appropriate department and fund numbers available when placing your order.



We strive to provide excellent customer service, affordable pricing and a wide array of printing and promotional services. Located on the main level of the Memorial Union, we are staffed by students and full-time employees who are committed to serving the NDSU campus community.

### HOURS

**Monday - Friday | 8:00am - 5:00pm**

\*\*Hours subject to change over breaks and holidays, please call for hours.

**phone** - (701) 231.7573  
**email** - [ndsu.designandsign@ndsu.edu](mailto:ndsu.designandsign@ndsu.edu)  
**web** - [ndsu.edu/mu/design\\_and\\_sign](http://ndsu.edu/mu/design_and_sign)

# DESIGN & SIGN PRINTING & PROMOTIONAL SERVICES

Prints & Copies		B&W Single	B&W Dup	Color Single	Color Dup
8.5 x 11 white paper	1 - 99	\$0.10	\$0.18	\$0.60	\$1.20
	100+	\$0.08	\$0.15	\$0.50	\$0.90
8.5 x 11 colored paper	1 - 99	\$0.13	\$0.21	-	-
	100+	\$0.12	\$0.20	-	-
8.5 x 11 glossy		\$0.18	\$0.26	\$0.75	\$1.50
8.5 x 11 cardstock		\$0.18	\$0.26	\$1.25	\$2.50
11 x 17 white paper	1 - 99	\$0.13	\$0.21	\$0.75	\$1.50
	100+	\$0.11	\$0.20	\$0.70	\$1.30
11 x 17 glossy		-	-	\$0.90	\$1.80
11 x 17 cardstock		-	-	\$1.75	\$3.00
8.5 x 11 resume		\$0.18	\$0.26	\$0.65	\$1.30
8.5 x 11 transparency		\$0.75	-	\$1.25	-
8.5 x 11 adhesive transparency		\$0.90	-	\$2.00	-
8.5 x 14 (legal)		\$0.10	\$0.18	\$0.60	\$1.20
Business Cards (per 10)		\$1.25	-	\$1.25	-

**Binding**

Comb Binding	\$3.00
Comb Binding Package	\$5.00

*(front and back cover of your choice)*

**Buttons**

1" Button	\$1.00/button
3" Button	\$2.00/button

**Faxing**

	First page	Add'l page
Local, 800 numbers	\$1.00	\$0.50
Long distance	\$2.00	\$1.00
Receiving faxes	\$1.00	\$0.50

**Magnets**

Price includes vinyl, magnetic backing & cutting

**2' x 2' Packages**

2" x 2" (144 magnets)	\$60.00 (\$0.25 each)
2" x 3.5" (72 magnets)	\$60.00 (\$0.83 each)
4" x 4" (36 magnets)	\$60.00 (\$1.66 each)

Other sizes available upon request.

24" Magnet	\$30.00/linear foot
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**Laminating**

Up to 11x17 in.	\$0.20 /inch
Large Format (up to 52" wide)	\$5.00 /ft. (1 ft minimum)



**Large Format Printing**

*Minimum of 1 foot per order.*

	Price/foot
36" Matte or Satin/Glossy Paper	\$12.00
42" Matte or Satin/Glossy Paper	\$15.00
54" Matte or Satin/Glossy Paper	\$25.00
36" Stickyback Paper (satin finish)	\$15.00
54" Window Cling/Wall Graphic	\$30.00
54" Perforated Window Film	\$30.00
38" Outdoor Banner	\$20.00
36" Poly Banner	\$15.00
36" Artist Canvas	\$15.00
42" Linen	\$20.00
36" Reverse-Lit Plastic Film (dry-erase poster)	\$15.00
42" Pull-up Banner (satin finish)	\$12.00
52" Floor Graphic	\$25.00
*Laminating	\$5.00

*\*Make your poster last longer & hold up to the elements.*

**Vinyl Lettering & Graphics**

*Minimum of 1 foot per order.*

Excellent for cutting logos, graphics and wall words. Various colors available.

24" Solid Colored Vinyl	\$20.00
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**Sticker Vinyl (Print & Cut)**

*Minimum of 1 foot per order.*

Good for decals, stickers, or for any flat application on most surfaces, 5-year life expectancy. Available in white with ability to print and cut custom colors and designs.

54" Vinyl 6mm (matte)	\$35.00
54" Vinyl 3mm (gloss)	\$30.00

**Mounting & Foamcore**

Turn your prints or posters into display pieces by having us mount on foamcore or coroplast. Maximum mount size of 4' X 8'

Foamcore (White)	\$3.00/sq. ft.
Adhesive Foamcore (White)	\$4.00/sq. ft.
Coroplast (Varitey of colors)	\$4.00/sq. ft.
Metal Step Stake	\$2.00/stake

**Digital Displays**

Display rates are for a 7 day reservation. No pro rating for additional or fewer days. All ads are subject to approval before display. Ask about availability and policies.

*Pixel Dimensions need to be 1900w x 695h.*

Student/Groups	\$20
NDSU Dept.	\$40
Off Campus	\$195
_____ All summer package	\$900

