

RICOH SERVICE CENTER PRICING

B&W OUTPUT/COPIES

8.5" x 11"	Single-sided	\$.06
	Double-sided	\$.09
	Card stock	\$.25
	Colored paper	\$.08
11" x 17"	Single-sided	\$.08

COLOR OUTPUT/COPIES

8.5" x 11"	Single-sided	\$.24
11" x 17"	Single-sided	\$.26
8.5" x 17"	Double-Sided	\$.41

BINDERY (includes front & back cover)

8.5" x 11"	Coil bind	\$ 2.75
	Comb bind	\$ 2.75
	Lamination	\$ 1.50
11" x 17"	Lamination	\$ 2.00

FINISHING SERVICES

Cut/Trim	\$.50/cut
Stapling	\$.03/hand
Folding	\$.03/fold

OVERSIZE SERVICES

Per Sq. Ft.	\$5.00
Grommet	\$0.60
Tape	\$5.00

500 Single sided business cards	\$16.00
500 2-sided business cards	\$21.47
500 Single sided linen	\$25.00
250 Single sided business cards	\$11.00
250 2-sided business cards	\$15.00

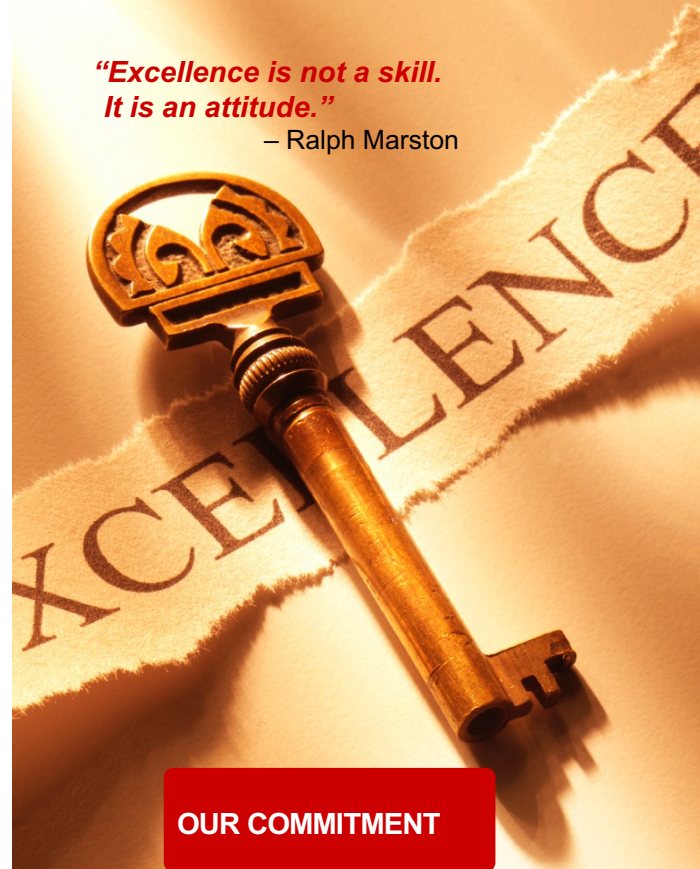
www.ricoh-usa.com

RICOH
imagine. change.

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*"Excellence is not a skill.
It is an attitude."*

– Ralph Marston



OUR COMMITMENT

Ricoh resolves to deliver solutions to support Southern University's unique needs. It is our goal to consistently exceed your expectations of service, while continuing to provide an exceptional product.

Your job is always checked twice, which ensures the quality you can expect with every order. We also offer a "no refusal of job" policy. As mentioned earlier, we will go above and beyond to see that your request is met. We are committed to your satisfaction.

RICOH
Service Excellence

RICOH
imagine. change.

Ricoh
Service
Center

*"Excellence is never
an accident. It is always
the result of high intention,
sincere effort, and
intelligent execution."*

– Aristotle

USER GUIDE for



RICOH
Service Excellence

INTRODUCTION

RICOH® is the leading provider of innovative products and services that enable our customers to manage document workflow and increase efficiency. Ricoh and SU are partnering to build a successful relationship.

We are pleased to offer Southern University Mail and Production services. Our qualified staff is willing to answer questions you may have while assisting with your projects. Please feel free to contact us. We welcome the opportunity to help you with your document needs.

LOCATION

The Service Center is located at 161 Smith Brown Memorial Student Union Bldg. Reach us by phone at ext. 2470, or e-mail us at ricoh@subr.edu.

SCHEDULED HOURS OF OPERATION

Monday through Friday 8:00am - 6:00pm
Saturday 9:00am - 1:00pm

In the event the Service Center is required beyond our regular hours, arrangements can be made through the Site Manager, Pamela Cormier-Jackson at 225-205-3822. Requests for overtime service should be made with as much advanced notice as possible.

SERVICES

The Service Center specializes in a range of quality services, including:

- Digital and Offset Production
- Bulk Mailing and Direct mail Service
- B&W/ Color Copying, Printing / Scanning
- GBC, Coil and Comb Binding
- Saddle- Stitch
- Two- & Three-Hole Punching
- Annual Reports
- Variable Data
- Business and Post Cards
- Booklets, Brochures, Newsletters
- Certificates, Flyers, Invitations
- Letterhead, Envelopes and Folders
- Posters , X & Pop-Up Banners, Window Clings

Packing and Shipping Supplies are available:

- Padded/Envelopes
- Boxes and Envelopes
- Bubble Wrap Tubes
- Tubes

Specific requests not offered in our center (such as printing, oversized originals and output, mounting, etc.) will be sent to an off-site facility. Please use us as a resource for any project you may have.

Our staff is quick to respond and always ready to help! When utilizing the copy services in the Service Center, a Copy Request Form must be provided. Please fill out the form completely so that all instructions are clear. We ask that you indicate an exact date and time that your order is due.

The Service Center can receive several different types of formats on a variety of media.

What?

- Adobe Illustrator (Mac only)
- Adobe Photoshop (Mac only)
- Microsoft Office (Mac & PC)
- PDF format (Mac & PC)
- PostScript files (Mac & PC)

How?

- ZIP Disk (Mac & PC)
- Via e-mail (Mac & PC)

Where?

SERVICE CENTER LOCATION

500 Jesse Stone Ave. (Student Union)
225-771-2470
ricoh@subr.edu

PICKUP AND DELIVERY

The Center will perform two regularly scheduled mail pickups and deliveries each day at 9:00am and 2:00pm.

Mail drop-off cut-off time 3:00pm

Overnight UPS or FedEx shipments should be brought to mail center before 12pm. Please contact us at ext. 2470 if you have questions or concerns.

Shipping Services Offered

USPS
FedEx
UPS