

## RICOH SERVICE CENTER PRICING

### B&W OUTPUT/COPIES

8.5" x 11"	Single-sided	\$ .05
	Double-sided	\$ .08
	Card stock	\$ .08
	Colored paper	\$ .08

11" x 17"	Single-sided	\$ .07
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### COLOR OUTPUT/COPIES

8.5" x 11"	Single-sided	\$ .21
11" x 17"	Single-sided	\$ .23

### BINDERY (includes front & back cover)

8.5" x 11"	Coil bind	\$ 1.45
	Comb bind	\$ 1.20
	Lamination	\$ 1.50
11" x 17"	Lamination	\$ 0.75

### FINISHING SERVICES

Cut/Trim	\$ .50/cut
Stapling	\$ .04/hand
Folding	\$ .02/fold

### OVERSIZE SERVICES

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

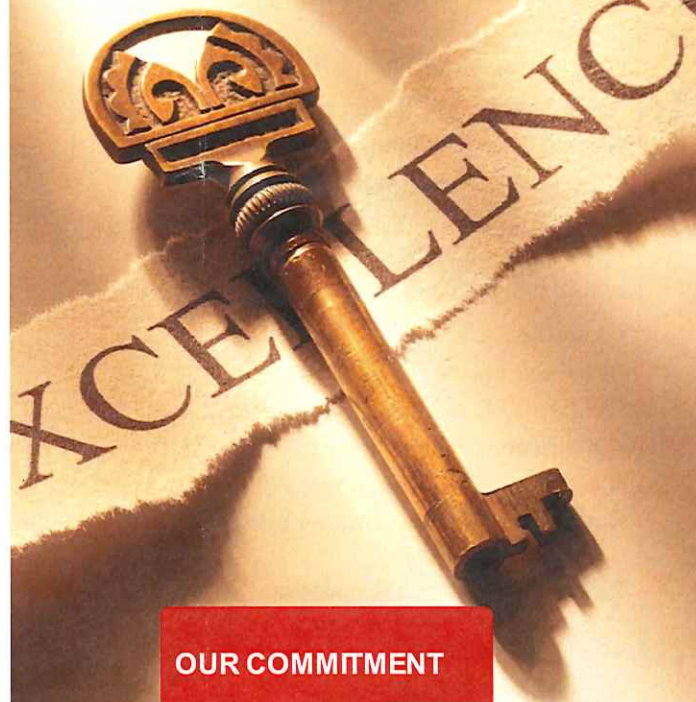
[www.ricoh-usa.com](http://www.ricoh-usa.com)

**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

**SOUTHERN**  
**UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

**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](mailto:ricoh@subr.edu).

## SCHEDULED HOURS OF OPERATION

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

In the event that the Service Center is required beyond our regular hours, arrangements can be made through the Site Manager (requests for overtime service should be made with as much advanced notice as possible): Kerry Mabile: 225-360-1604 or Pamela Cormier-Jackson: 225-205-3822

## 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, 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](mailto:ricoh@subr.edu)

You can submit documents online using Ricoh's TRAC Solution, at:  
[www.southern.ricohtrac.com](http://www.southern.ricohtrac.com).

## PICKUP AND DELIVERY

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

Mail drop-off cut-off time 3:30pm

Urgent orders may be taken directly to the center. If you require immediate pickup, please contact us at ext. 2470 and we will be glad to accommodate you.

### Shipping Services Offered

USPS  
FedEx  
UPS