

## Preparation for printing:

Supported software:

Adobe: Acrobat, Illustrator, InDesign, Photoshop  
Microsoft: Excel, Powerpoint, Project, Publisher, Word

Please save your files as JPEGs or print-ready, flattened PDFs. This helps to reduce waiting times and ensure your work is printed correctly.

Please note that although we offer a while you wait service, longer waiting times are to be expected during peak periods.

The Print Shop is cashless, payment can be made with either shop credit on your NTU card, or debit/credit cards



**NTUPrintShop**

Like NTU Print Shop on Facebook to receive all the latest news and updates

**Outside of term time, the Print Shop may close for lunch. The times may vary, so please contact the shop or check our Facebook page for any updates.**

Please note that whilst the University has taken all reasonable steps to ensure the accuracy of the content within this leaflet at the time of printing, the University reserves the right to remove, vary or amend the content of the leaflet at any time. For avoidance of doubt, the information provided within the content of this leaflet is for guidance purposes.

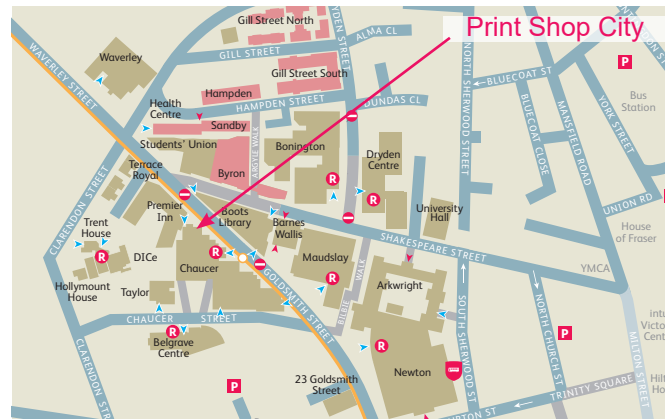
## Where to find us

### City Campus:

Chaucer - Room 0702 (near the NTU tram stop)

**Tel:** 0115 848 2545

**Email:** [ITS.PrintServicesCity@ntu.ac.uk](mailto:ITS.PrintServicesCity@ntu.ac.uk)

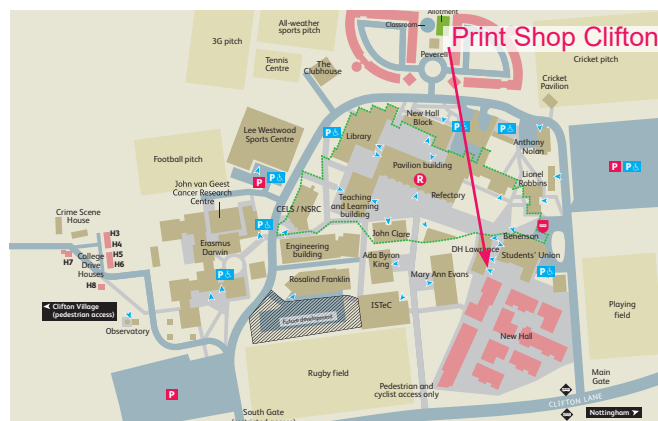


### Clifton Campus:

DH Lawrence - Room 006 (Next to The Point)

**Tel:** 0115 848 3102

**Email:** [ITS.PrintServicesClifton@ntu.ac.uk](mailto:ITS.PrintServicesClifton@ntu.ac.uk)



Nottingham Trent University

# Print Shop

## Student print services 2021/22

- Black and white copying and printing
- Colour copying and printing
- Black and white plan printing
- Large format colour printing
- Binding and finishing
- Laminating
- Scanning

**While you wait service**

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**Clifton Campus:** DH Lawrence - Room 006

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**Email:** [ITS.PrintServicesClifton@ntu.ac.uk](mailto:ITS.PrintServicesClifton@ntu.ac.uk)

[www.ntu.ac.uk/printshop](http://www.ntu.ac.uk/printshop)

[www.facebook.com/ntuprintshop](https://www.facebook.com/ntuprintshop)

## Opening Hours:

Monday - Thursday 08:30 - 17:00

Friday 08:30 - 16:30

*Last customer to be served will be 10 mins before stated closing time.*

## High-quality digital black and white or colour copying and printing

Black and white	A4	A3
80gsm	5p	10p
100gsm semi-gloss	10p	20p
148gsm Mohawk	25p	50p
160gsm matt	25p	50p
170gsm gloss	25p	50p
250gsm matt or gloss	25p	50p
216gsm Mohawk	35p	70p
220gsm Conqueror	35p	70p
300gsm matt	25p	50p
Tracing paper	35p	70p
Acetate	45p	90p

Colour	A4	A3
100gsm semi-gloss	25p	50p
148gsm Mohawk	40p	80p
160gsm matt	40p	80p
170gsm gloss	40p	80p
250gsm matt or gloss	40p	80p
216gsm Mohawk	50p	£1.00
220gsm Conqueror	50p	£1.00
300gsm matt	40p	80p
Tracing paper	55p	£1.10
Acetate	65p	£1.30

Printing of a document that is a mixture of colour and b/w is charged at the colour rate.

The cost of double-sided prints is the full price of one side, plus the 100gsm price of side two. For example, an A4 gloss double-sided print would cost 65p (40p + 25p).

Full bleed printing is also available. Please ask for further details.

## Large format black and white digital copying and printing\*

	Paper	Trace
A2	95p	£1.90
A1	£1.40	£2.80
A0	£2.20	£4.40

## High-quality large format inkjet colour printing

### Satin, matt and gloss - up to 260gsm

A2	£4.50
A1	£9.00
A0	£18.00

### Draft paper - 90gsm (susceptible to cockling on heavy ink)

A2	£2.25
A1	£4.50
A0	£9.00

### Textured art paper\* - 210gsm

A2	£10.00
A1	£20.00
A0	£40.00

## Binding Service

Price includes recyclable polypropylene front and card back cover

	A4	A3
Wire from	£4.00	£5.00
Plastic comb from	£6.00	£7.00
Unibind (Heat Binding)	£6.50	N/A
Metal channel binding (landscape and portrait)* from	£4.00	N/A
Hardback photo book binding (landscape and portrait)* from	£15	£25

Please note: A3 binding is short edge only

## Buckram-style hardback binding

With gold or silver digital foil lettering to front and spine. First copy £25, further identical copies (ordered at the same time) £20 each.

The standard turnaround time is 24 hours (subject to availability).

An express same-day turnaround may be available subject to an additional cost and availability - Please ask for more details

## Creative binding service\*

Bespoke and beautiful perfect binding, up to A4 Size, with full colour wraparound and a choice of laminate. Hard or soft cover available. From £35

Full colour hardcover wire binding up to A4 size from £30

Turnaround time is 24 hours. (subject to availability)

Please ask a member of staff for details on the full range and options available

## Laminating

Enhance your work and extend the life of your document by protecting it from damage

A4	85p
A3	£1.70

## Guillotining

70p per cut

## Scanning services

Black and white or full colour high-resolution scans, to email, USB drives or CD

**A4/A3 in B/W or colour** - First ten scans - 25p each  
additional scans over ten - 10p each

	B/W	Colour
A2, A1 or A0*	£1	£2.50
CD burning	50p	
Blank CD	75p	

\*Not available at our Clifton shop