Preparation for printing:

Please send your files as print-ready, flattened PDFs or JPEGs. 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.

Steps to be served







Please note: we do not accept cash or shop credit on student smart cards

Don't fancy queueing?

If you are a current student, you can submit your work online using the QR code below, and collect from the Print Shop when its ready.



Terms and conditions apply

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.

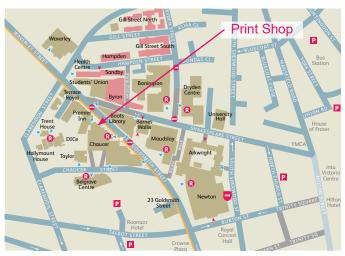
Where to find us

City Campus:

Chaucer - Room 0702 (near the NTU tram stop)

Tel: 0115 848 2545

Email: TPS@ntu.ac.uk







Print Shop

Student print services 2024/25

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



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City Campus: Chaucer - Room 0702

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Email: TPS@ntu.ac.uk

www.ntu.ac.uk/printshop

@ntuprintshop

Opening Hours:

City 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 80gsm 100gsm semi-gloss 148gsm Mohawk 160gsm matt 170gsm gloss 216gsm Mohawk 250gsm matt or gloss 270gsm Mohawk 300gsm matt Tracing paper	A4 6p 10p 35p 25p 25p 40p 35p 45p 35p	A3 12p 20p 70p 50p 50p 80p 70p 90p 70p
Tracing paper Acetate	35p 45p	70p 90p

Colour	A4	А3
100gsm semi-gloss	28p	56p
148gsm Mohawk	53p	£1.06
160gsm matt	43p	86p
170gsm gloss	43p	86p
216gsm Mohawk	58p	£1.16
250gsm matt or gloss	53p	£1.06
270gsm Mohawk	63p	£1.26
300gsm matt	58p	£1.16
Tracing paper	58p	£1.16
Acetate	68p	£1.36

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 170gsm gloss double-sided print would cost 71p (43p + 28p).

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

Large format mono 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

Draft paper - 90gsm (st	sceptible to cockling on heavy ink)
A2	£2.50
A1	£5.00
A0	£10.00
Satin, matt and gloss	- up to 260gsm
A2	£5.00
A1	£10.00
A0	£20.00
Textured art paper - 21	l0gsm
A2	£14.50
A1	£29.00
A0	£58.00
Photo Rag matt fine ar	t - Smooth - 308gsm
A2	£20.00
A1	£40.00

Binding Service

Price includes recyclable polypropylene front and card back cover

	A 4	А3
Wire	£5.00	£6.00
Plastic comb	£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

A2, A1 or **A0** £1

The standard turnaround time for bulk and/or difficult scanning requests is 24 hours (subject to availability).