

## 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

①



Send your attached file to  
**TPS@ntu.ac.uk**  
or bring it on a  
**USB/USB-C key**

\*PDF format preferably

②



Take a ticket by the  
entrance & have a seat  
in the cafe whilst you  
wait for your number to  
be called

③



To pay, please have one  
of the following:  
- Bank card  
- Contactless/Apple Pay

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](mailto:TPS@ntu.ac.uk)



Nottingham Trent  
University

# 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

While  
you wait  
service

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

[@ntuprintshop](https://www.instagram.com/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	A4	A3
80gsm	6p	12p
100gsm semi-gloss	10p	20p
148gsm Mohawk	35p	70p
160gsm matt	25p	50p
170gsm gloss	25p	50p
216gsm Mohawk	40p	80p
250gsm matt or gloss	35p	70p
270gsm Mohawk	45p	90p
300gsm matt	35p	70p
Tracing paper	35p	70p
Acetate	45p	90p

Colour	A4	A3
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 (susceptible 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 - 210gsm

A2	£14.50
A1	£29.00
A0	£58.00

### Photo Rag matt fine art - Smooth - 308gsm

A2	£20.00
A1	£40.00

## Binding Service

Price includes recyclable polypropylene front and card back cover

	A4	A3
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).