

A Users Guide to



DigiCOPY strives to build long-term relationships with each of our customers. Together, we will provide the highest quality document solutions, employing digital technology and the dedicated, solution oriented attitudes of our co-workers.

DigiCOPY is located at 4332 Mormon Coulee Rd in the Shelby Mall

E-mail: lacrosse@dcopy.net

Phone: 608-782-4355

Fax: 608-788-4363

Store Hours:

Mon - Thurs: 7am - 10pm

Friday: 7am-7pm

Saturday: 9am - 6pm

Sunday: 12pm - 6pm

Contacts

Customer Service Representative: Rich Roiz (608) 782-4355 • roiz@dcopy.net

La Crosse DigiCOPY Store Manager: Dan Roemhild (608) 782-4355 • roemhild@dcopy.net

Regional Sales Representative: Pat Thoney (715) 828-2486 • thoney@dcopy.net

Submitting Orders

Online Ordering: <http://uwl.dcopy.net/login>

Log in: Full UW-LaCrosse email address

Password: Reset emailed temporary password once logged into your new account

Email: lacrosse@dcopy.net

FTP: If your file is over 10MB, you can upload it to our FTP site. Please contact a DigiCOPY Associate for instructions.

If you have any questions or concerns please don't hesitate to call. Our staff members are available to help with your printing needs.



Products & Services

Our goal is to help increase efficiencies and reduce costs for UW - La Crosse.

Digital Black & White Copies

- Newsletters
- Forms
- Transparencies
- Mailing Labels
- Tabs

Digital Color Copies

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- 12 x 18
- 13 x 19

Binding Services

- Perfect Binding
- Coil & Comb Binding
- Booklet Making
- 3-Ring Binders

Oversize Printing

- Blueprints
- Drawings
- Posters

Lamination & Dry Mounting

CD & DVD Duplication

Finishing Services

- Padding
- Shrink-Wrapping
- Folding
- Scoring
- Drilling
- Perforating
- Cutting
- Grommets

DigiCOPY[®]

Printing Prices

Black and White Printing					Finishing	
Paper Type	8.5 x 11	8.5 x 14	11 x 17	12 x 18		
Back Sides	.025	.035	.05	.06	Booklet Staple No Trim	.10
20# White	.03	.04	.06	.08	Booklet Staple w/Trim	.25
Pastel Text (20# or 24#) or 24/60# White	.04	.06	.08	...	Cutting (100 Card, 250 Paper)	.50
Bright Text (24#)	.05	.07	.10	...	Drilling (per sheet)	.01
28# Digital / 70# Cougar Text	.06	.07	.11	.13	Fold - Machine	.01
65# White Cover / 65# Pastel Cover	.0714	.16	Fold / Collate / Insert - Hand	.10
80# Gloss Text / Royal Fiber Text	.0816	.20	Lamination - Pouch (Ledger)	1.64
Linen Text	.0918	.22	Lamination - Pouch (Letter)	.87
65# Astrobright Cover / 80# Silk Cover	.0918	.25	Lamination - Pouch (Luggage)	.79
80# Fiber Cover / 100# Cover / C1S / C2S	.1224	...	Trimming - Lamination (per piece)	.50
80# Linen Cover / 130# White Cover	.1938	...	Padding (per pad)	.50
2NCR, per set (includes padding)	.1530	...	Rounded Corners (per piece)	.10
3NCR, per set (includes padding)	.22545	...	Score / Perforate (\$10.00 set up)	.02
4NCR, per set (includes padding)	.3060	...	Score / Perforate - Hand	.10
Labels / Transparencies	.59	...	1.09	...	Shrink wrapping	.25
Tabs (w/ Mylar)	.25	Staple - Machine	.01
					Staple - Hand	.10
					Tabbing - Machine (per tab)	.02
					Tabbing - Hand (per tab)	.10
Full Color Printing					Binding	
<i>(Discounted Price in Red, 100+ Impressions, per file)</i>						
Paper Type	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19	
Back Sides	.24 / .19	.34 / .25	.44 / .35	.59 / .49	.69 / .59	Coil/Binding
28# Digital Text	.25 / .19	.35 / .25	.45 / .35	.59 / .49	.69 / .59	Price
80# Gloss Text / 65# Cover	.29 / .24	.39 / .30	.49 / .39	.64 / .54	...	Small, up to 16mm (up to 1/2")
100# Gloss Text / 80# Cover	.35 / .29	.45 / .30	.55 / .39	.69 / .54	...	Medium, 18mm - 25mm (up to 1 1/4")
80# Gloss or Silk Cover	.35 / .2955 / .44	.69 / .59	...	Large, 28mm + (1 1/2"+)
80# Fiber Cover / C1S / C2S	.39 / .3475 / .65	.80 / .70	.90 / .75	<i>Vinyl / Clear Covers Add \$1.00 Per Bind</i>
80# Linen Cover / 130# Cover	.49 / .4485 / .75	.95 / .75	.99 / .79	<i>Cut and bind customer-supplied book: add \$2.00</i>
105# Pearlized Cover	.59 / .54	1.29 / .99	...	Perfect Binding (Max 1.125" spine width)
Labels / Transparencies	.79	...	1.59	<i>Perfect Bind requires \$10 setup, plus cost of 4 extra books</i>
Specialty Products & Stocks					Oversize Black & White Printing (Per Sq Ft)	
Quantity (sheets)			≤ 10	10 - 49	50 +	
Adhesive Vinyl (per 12x18 sheet)			5.99	4.99	3.99	Black & White, Standard Paper
8mil Polyester (per 12x18 sheet)			7.99	6.99	5.99	Scan to File, Black & White
14mil Polyester (per 12x18 sheet)			9.99	8.99	7.99	Scan to File, Color (3-5 days)
Magnet 25mil (per 12x18 sheet)			19.99	14.99	11.99	
Lamination & Oversize Finishing (Per Sq Ft)					Oversize Color Printing (Per Sq Ft)	
Lamination - Gloss	1.33 / sq ft				Premium Matte	3.60 / sq ft
Lamination - Matte	2.00 / sq ft				Gloss / Polypropylene	4.20 / sq ft
Foamcore (includes Lamination)	4.00 / sq ft				Indoor Vinyl / Adhesive Vinyl	4.80 / sq ft
Coroplast (requires Adhesive Vinyl)	4.00 / sq ft				Outdoor Vinyl (5-7 days)	5.50 / sq ft
Trimming - Dry Mount or Coroplast	2.00 ea				Wall Cling / Canvas / Backlit	6.00 / sq ft
Grommets	.50 ea				Color Blueprints (20 lb)	1.20 / sq ft
H-Frames	3.00 ea					
Easels - Small	1.95 ea					
Easels - Large	2.95 ea					