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

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

Updated 11/20
## Paper Type

<table>
<thead>
<tr>
<th>Paper Type</th>
<th>8.5 x 11</th>
<th>8.5 x 14</th>
<th>11 x 17</th>
<th>12 x 18</th>
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<tbody>
<tr>
<td>Back Sides</td>
<td>.025</td>
<td>.035</td>
<td>.05</td>
<td>.06</td>
</tr>
<tr>
<td>20# White</td>
<td>.03</td>
<td>.04</td>
<td>.06</td>
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<tr>
<td>Pastel Text (20# or 24#) or 24/60# White</td>
<td>.04</td>
<td>.06</td>
<td>.08</td>
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<td>Bright Text (24#)</td>
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<td>.07</td>
<td>.10</td>
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<td>28# Digital / 70# Cougar Text</td>
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<td>.07</td>
<td>.12</td>
<td>.13</td>
</tr>
<tr>
<td>110# White / 110# Pastel Index</td>
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<td>.14</td>
<td>.14</td>
<td>.16</td>
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<td>80# Gloss Text / Royal Fiber Text</td>
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<td>.16</td>
<td>.16</td>
<td>.20</td>
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<td>Linen Text</td>
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<td>.18</td>
<td>.18</td>
<td>.22</td>
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<tr>
<td>65# Astrobright Cover / 80# Silk Cover</td>
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<td>.18</td>
<td>.18</td>
<td>.25</td>
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<tr>
<td>80# Fiber Cover / 100# Cover / C1S / C2S</td>
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<td>.24</td>
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<td>80# Linen Cover / 130# White Cover</td>
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<td>.38</td>
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<tr>
<td>2NCR, per set (includes padding)</td>
<td>.15</td>
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<td>3NCR, per set (includes padding)</td>
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<td>4NCR, per set (includes padding)</td>
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<td>.60</td>
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<td>Labels / Transparencies</td>
<td>.59</td>
<td>1.09</td>
<td>1.09</td>
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<tr>
<td>Tabs (w/ Mylar)</td>
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## Full Color Printing

### (Discounted Price in Red, 100+ Impressions, per file)

<table>
<thead>
<tr>
<th>Paper Type</th>
<th>8.5 x 11</th>
<th>8.5 x 14</th>
<th>11 x 17</th>
<th>12 x 18</th>
<th>13 x 19</th>
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<tr>
<td>Back Sides</td>
<td>.20</td>
<td>.19</td>
<td>.25</td>
<td>.44</td>
<td>.35</td>
</tr>
<tr>
<td>28# Digital / 70# Cougar Text</td>
<td>.25</td>
<td>.19</td>
<td>.25</td>
<td>.45</td>
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<td>80# Gloss Text / 110# Index</td>
<td>.29</td>
<td>.24</td>
<td>.39</td>
<td>.49</td>
<td>.39</td>
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<td>100# Gloss Text / 80# Cover</td>
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<td>.45</td>
<td>.30</td>
<td>.55</td>
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<tr>
<td>80# Gloss or Silk Cover</td>
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<td>.29</td>
<td>.55</td>
<td>.44</td>
<td>.55</td>
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<tr>
<td>80# Fiber Cover / C1S / C2S</td>
<td>.39</td>
<td>.34</td>
<td>.75</td>
<td>.65</td>
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<tr>
<td>80# Linen Cover / 130# Cover</td>
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<td>.44</td>
<td>.85</td>
<td>.75</td>
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<tr>
<td>10# Pearlized Cover</td>
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<td></td>
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<tr>
<td>Labels / Transparencies</td>
<td>.79</td>
<td>1.59</td>
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</table>

## Envelopes

### Orders of 1,000 or less. Orders greater than 1,000 on State Contract: 505ENT-ENVELOPES-00

#### Standard Color - Up to 600 dpi, digital inkjet, limited overall ink coverage

<table>
<thead>
<tr>
<th>Business Envelopes</th>
<th>&lt; 500</th>
<th>500 +</th>
<th>1000 +</th>
<th>2500 +</th>
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<tbody>
<tr>
<td>#10 Regular - Standard Color or B&amp;W</td>
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<td>.07</td>
<td>.06</td>
<td>.05</td>
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<tr>
<td>#10 Security - Standard Color or B&amp;W</td>
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<td>.08</td>
<td>.07</td>
<td>.06</td>
</tr>
<tr>
<td>#10 Window - Standard Color or B&amp;W</td>
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<td>.09</td>
<td>.08</td>
<td>.07</td>
</tr>
<tr>
<td>#9 Reply - Standard Color or B&amp;W</td>
<td>.08</td>
<td>.07</td>
<td>.06</td>
<td>.05</td>
</tr>
</tbody>
</table>

#### Invitation and Other Envelopes

<table>
<thead>
<tr>
<th>Standard Color or B&amp;W</th>
<th>Premium Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cougar A2, A6, A7, 6x9 Booklet</td>
<td>.09</td>
</tr>
<tr>
<td>Booklet 9x12</td>
<td>.12</td>
</tr>
<tr>
<td>Catalog 9.5x12.5, self-seal</td>
<td>.21</td>
</tr>
<tr>
<td>Linen A2, A6, A7</td>
<td>.19</td>
</tr>
<tr>
<td>Pearlized A2, A6, A7 (3-5 days minimum)</td>
<td>.44</td>
</tr>
</tbody>
</table>

## Finishing

### Black and White Printing

- Booklet Staple No Trim: .10
- Cutting (100 Card, 250 Paper): .50
- Drilling (per sheet): .01
- Folding - Machine: .01
- Folding / Collate / Insert - Hand: .10
- Lamination - Pouch (Ledger): 1.64
- Lamination - Pouch (Letter): .87
- Lamination - Pouch (Luggage): .79
- Trimming - Lamination (per piece): .50
- Padding (per pad): .50
- Score / Perforate ($10.00 set up): .02
- Score / Perforate - Hand: .10
- Shrink wrapping: .25
- Staple - Machine: .01
- Staple - Hand: .10
- Tabbing - Machine (per tab): .02
- Tabbing - Hand (per tab): .10

### Full Color Printing

- Coil/Comb Binding: .95
- Medium, 18mm - 25mm (up to 1 1/4") : 1.95
- Large, 28mm + (1 1/2")+: 2.95
- Vinyl / Clear Covers Add $1.00 Per Bind
- Perfect Binding (Max 1 t 1/2") Book: add $2.00
- Perfect Bind requires $10 setup, plus cost of 4 extra books

### Oversize Black & White Printing (Per Sq Ft)

- Black & White, Standard Paper: .17 / sq ft
- Scan to File, Black & White: .25 / sq ft
- Scan to File, Color (3-5 days): .50 / sq ft

### Oversize Color Printing (Per Sq Ft)

- Premium Matte: 3.60 / sq ft
- Gloss / Polypropylene: 4.20 / sq ft
- Indoor Vinyl / Adhesive Vinyl: 4.80 / sq ft
- Outdoor Vinyl (5-7 days): 5.50 / sq ft
- Wall Cling / Canvas / Backlit: 6.00 / sq ft
- Color Blueprints (20 lb): 1.20 / sq ft

### Lamination & Oversize Finishing (Per Sq Ft)

- Lamination - Gloss: 1.33 / sq ft
- Lamination - Matte: 2.00 / sq ft
- Foamcore (includes Lamination): 4.00 / sq ft
- Coroplast (requires Adhesive Vinyl): 4.00 / sq ft
- Trimming - Dry Mount or Coroplast: 2.00 ea
- Grommets: .50 ea
- H-Frames: 3.00 ea
- Easels - Small: 1.95 ea
- Easels - Large: 2.95 ea

### Typesetting / Graphic Design

- Services Per Hour: 60.00 / hr
- $15 min for file corrections / $15 min for variable setup