

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: csrlc@dcopy.net

Phone: 608-782-4355

Fax: 608-788-4363

Store Hours:

Mon - Fri 9am - 7pm

Saturday: 9am - 1pm

Sunday: CLOSED

Contacts

Customer Service Representative: (608) 782-4355 • csrlc@dcopy.net

District Sales Manager: Rich Roiz (608) 782-4355 • roiz@dcopy.net

Submitting Orders

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

Email: csrlc@dcopy.net

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

Revised 1/1/23

Black and White Printing					
Paper Type	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19
Back Sides	.028	.039	.055	.066	.066
20# White	.033	.044	.066		
Pastel Text (20# or 24#) or 24/60# White	.044	.066	.088		
Bright Text (24#)	.055	.077	.110		
28# Digital / 70# Cougar Text	.066	.077	.132	.143	.165
110# White Index / 110# Pastel Index	.077		.154	.176	.198
80# Gloss Text / Royal Fiber Text	.088		.176	.22	.24
Linen Text	.099		.198	.24	.26
65# Astrobright Cover / 80# Silk Cover	.099		.198	.28	.30
80# Fiber Cover / 100# Cover / C1S / C2S	.13		.26	.28	.31
80# Linen Cover / 120# White Cover	.21		.42	.44	.46
2NCR, per set (includes padding)	.165	.19	.33		
3NCR, per set (includes padding)	.25	.28	.50		
4NCR, per set (includes padding)	.33	.36	.66		
Labels / Transparencies	.65		1.20		
Tabs (w/ Mylar)	.275				

Full Color Printing					
(Discounted Price in Red, 500+ Impressions, per file)					
Paper Type	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19
Back Sides	.21 / .18	.39 / .32	.42 / .35	.48 / .40	.55 / .44
70# Cougar Text	.21 / .18	.39 / .32	.42 / .35	.48 / .40	.55 / .44
80# Gloss Text	.30 / .23	.42 / .35	.54 / .44	.60 / .46	...
110# White Index	.32 / .2564 / .50	.68 / .54	...
80# Gloss Cover	.34 / .2768 / .54	.72 / .58	...
80# Linen/Fiber Cover, 120#, C1S, C2S	.42 / .3584 / .70	.90 / .76
105# Pearlized Cover	1.49	...
Labels	.65	...	1.30

Specialty Products & Stocks				
Quantity (sheets)	< 10	10 - 49	50 +	
Adhesive Vinyl (per 12x18 sheet) or Floor Graphic 12" cir	6.59	5.49	4.39	
8mil Polyester (per 12x18 sheet)	8.79	7.69	6.59	
14mil Polyester (per 12x18 sheet)	10.99	9.89	8.79	
Magnet 25mil (per 12x18 sheet)	21.99	16.49	13.19	

Envelopes				
Standard Color - Up to 600 dpi, digital inkjet, limited overall ink coverage				
Premium Color - Min 1200 dpi, digital laser or offset, Allow min 3-5 day turnaround				
Business Envelopes (151)	< 500	500 +	1000 +	2500 +
#10 Regular - Standard Color or B&W	.09	.08	.07	.06
#10 Security - Standard Color or B&W	.10	.09	.08	.07
#10 Window - Standard Color or B&W	.11	.11	.09	.08
#9 Reply - Standard Color or B&W	.09	.08	.07	.06
Invitation and Other Envelopes	Standard Color or B&W		Premium Color	
Cougar A2, A6, A7, 6x9 Booklet	.11		.17	
Booklet 9x12	.17		.22	
Catalog 9.5x12.5, self-seal	.28		.33	
Linen A2, A6, A7	.21		.28	
Pearlized A2, A6, A7 (3-5 days minimum)39	

Business Cards (201)	
Single Sided, 120# Matte Cover	250 = \$17.05; 500 = \$19.25; 1000 = \$30.80
Double Sided, 120# Matte Cover	250 = \$21.45; 500 = \$25.85; 1000 = \$39.60

Finishing	
Badge Punch (non standard \$11.00 setup)	.11
Booklet Staple No Trim	.11
Booklet Staple w/ Trim	.33
Cutting (100 Card, 250 Paper)	1.10
Drilling (non standard \$11.00 setup)	.011
Fold - Machine (\$5.50 setup)	.022
Fold / Collate / Insert - Hand	.165
Lamination - Pouch (Ledger)	2.19
Lamination - Pouch (Letter)	1.09
Lamination - Pouch (Luggage)	.87
Trimming - Lamination (per piece)	.55
Padding (per pad)	.55
Rounded Corners (per piece)	.11
Score / Perforate (\$11.00 setup)	.022
Score / Perforate (\$11.00 setup) - Hand	.165
Shrink wrapping	.275
Staple - Machine	.011
Staple - Hand	.165
Tabbing - Machine (\$11.00 setup) (per tab)	.022
Tabbing - Hand (per tab)	.165

Binding	
Coil/Comb Binding	Price
Small, up to 16mm (up to 1/2")	1.05
Medium, 18mm - 25mm (up to 1 1/4")	2.15
Large, 28mm + (1 1/2"+)	3.25
<i>Vinyl / Clear Covers Add \$1.10 Per Bind</i>	
Cut binding customer-supplied book: \$2.20	

Perfect Binding (Max 1.125" spine width)	3.25
<i>Perfect Bind requires \$11.00 setup</i>	

Oversize Black & White Printing (Per Sq Ft)	
Black & White, Standard Paper	.275 / sq ft
Scan to File, Black & White	.275 / sq ft
Scan to File, Color	.55 / sq ft
Color Blueprints (20 lb)	1.10 / sq ft

Oversize Color Printing (Per Sq Ft)	
Premium Matte	3.30 / sq ft
Gloss / Polypropylene	4.40 / sq ft
Indoor Vinyl / Adhesive Vinyl	5.50 / sq ft
Wall Cling / Canvas / Backlit	6.60 / sq ft

Lamination & Oversize Finishing (Per Sq Ft)	
Lamination - Gloss	\$5.50 setup + 2.20 / sq ft
Lamination - Matte	\$5.50 setup + 3.30 / sq ft
Foamcore (includes print + lam)	\$5.50 setup + 7.70 / sq ft
Coroplast (min \$40 order)	\$5.50 setup + 7.70 / sq ft
Trimming - Dry Mount or Coroplast	2.20 ea
Grommets	.55 ea
H-Frames	2.15 ea
Easels - Cardboard	2.15 sm / 3.25 lg

Typesetting / Graphic Design	
Services Per Hour	66.00 / hr
<i>\$11 min for file corrections / \$22 min for variable setup</i>	

Mailing Services	
CASS/NCOA	49.50 + 0.022/pc
Variable Data/Address Block	22.00 min
Machine collate / Insert / Seal / Tab	\$11 setup + 0.022 ea