

Submitting Jobs to the Graphic Services Center

When utilizing the services in the IKON Graphic Services Center, an On-Site Job Ticket must be provided, or you may go to our web-based job submission tool. You can access this by going to <http://utc.ikontrac.com>. Please fill out the form completely so that all instructions are clear. We ask that you indicate an exact date and time that your order is due.



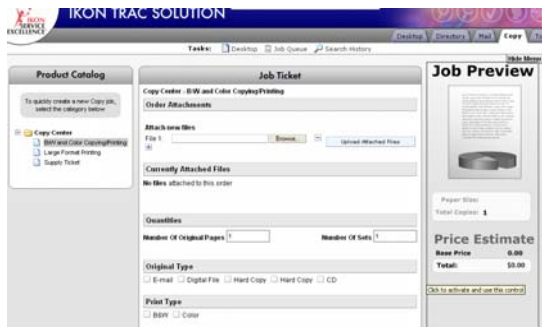
This screen will appear. Begin by entering your user name and your password.

Your username is your UTC ID and your password is "password". You may change your password after the initial login by going to the Tools Tab.

Select the Copy Tab at the top of the screen to begin to give your job specifics.



Enter all appropriate information of your job request, follow the instructions and press "submit" when you are ready to submit your job.



Graphic & Mail SERVICES

USERS GUIDE / PRICE LIST

THE UNIVERSITY OF TENNESSEE **UT**
CHATTANOOGA

Introduction

IKON is the leading provider of innovative products and services that enable our customers to manage document workflow and increase efficiency.



We are pleased to offer The University of Tennessee at Chattanooga graphics and mail services. Our qualified staff is willing to answer questions you may have while assisting with your projects. Please feel free to contact us. We welcome the opportunity to help you with your document needs.

UTC
GRAPHIC & MAIL SERVICES



Where to Reach Us

The IKON Graphic & Mail Services Center is located at the Administrative Building, 400 Palmetto Street on the second floor and in the Library.

IKON Site Manager – **Wes Howard - 423-425-5348**

mail@utc.edu 423-425-4137
graphics@utc.edu 423-425-4092
Librarycopy@utc.edu 423-425-1708

Our scheduled hours of operation are:

Library Copy Center & Mail Center:

Monday through Friday: 7:00 AM – 6:00 PM

Graphics Center:

Monday through Friday: 7:00 AM – 5:00 PM

All USPS mail received from the Post Office prior to 9:00 a.m. will be delivered the same day. All accountable mail (DHL, UPS, FedEx, etc.) received prior to 11:00 a.m. will be attempted to be delivered by the same afternoon. If you would like to mail or ship a package, please feel free to visit the mail service center or contact us by phone or e-mail and we will be glad to assist you.

Service Center Services

The IKON Service Center specializes in a range of quality services to suit your needs:

- Black-and-white Copying
- Color Copying
- Wide Format/Oversize Printing
- Foam Core Mounting & Laminating
- Business Cards
- Letterhead
- Envelopes
- Laminating
- Tabs
- Cutting
- Plastic Comb Bind
- Coil Bind
- Drilling
- Saddle Stitch
- Padding
- Folding, and labeling envelopes
- Hand Inserting
- CD Duplication

- Bulk Mail Services
 - Ink Jetting Addresses
 - Pre-Sorting to Save on Postage Costs
 - Water Sealing / Tabbing

UTC
GRAPHIC &
MAIL SERVICES

Price List

Black & White Copies

8.5 x 11 Black & White per Side	\$.05
8.5 x 11 Black & White 2 Sided	\$.09
8.5 x 14 Black & White per Side	\$.05
8.5 x 14 Black & White 2 Sided	\$.09
11 x 17 Black & White per Side	\$.08
11 x 17 Black & White 2 Sided	\$.15

Color Copies

8.5 x 11 Color each Side	\$.50
8.5 x 11 Color 2-Sided	\$.95
8.5 x 14 Color each Side	\$.50
8.5 x 14 Color 2-Sided	\$.95
11 x 17 Color each Side	\$ 1.00
11 x 17 Color 2-Sided	\$ 1.90

(Color price breaks begin @ 300 imp.)

Letterhead, Envelopes and

Business Cards

Letterhead:	
New Order:	Reorder (no changes):
500 - \$80.60	500 - \$44.00
1000 - \$104.10	1000 - \$67.50
1500 - \$128.25	1500 - \$91.65

Envelopes (shipping charges not included)

New Order:	Reorder (no changes):
500 - \$93.15	500 - \$56.55
1000 - \$129.20	1000 - \$92.60
1500 - \$164.40	1500 - \$127.80

Business Cards

(Vertical or Horizontal Layout):	
250 - \$5.00	
500 - \$10.00	
750 - \$17.50	
1000 - \$20.00	

Oversize:

BW Bond Paper	\$2.00/sq. ft.
BW Photo Paper	\$3.00/sq. ft.
BW Banner	\$7.00/sq. ft.
Color Bond Paper	\$5.50 – \$7.50/sq. ft.
Color Photo Paper	\$6.50 – \$8.50/sq. ft.
Color Vinyl Banner	\$8.00/sq. ft.
Laminate Only	\$2.50/sq. ft.
Gator Board & Laminate	\$7.00/ sq. ft.
Gator Board Only	\$4.50/ sq. ft.
Grommets	\$.75 each

Transparencies

Black & White	\$.46
Color	\$.95

Finishing

GBC Coil or Comb Binding	
<50 pages	\$.28 per Bind
51 – 100 pages	\$.35 per Bind
100 + pages	\$.57 per Bind
Saddle Stitch	\$.02
Staple – Single (off-line)	\$.03
Hand Collating	\$.03
Hole Punch (per page)	\$.01
Hand Folding (per fold)	\$.10
Machine Folding (per fold)	\$.03
Machine Staple (per staple)	\$.01

Padding

Pad of 25	\$.15
Pad of 50	\$.25
Pad of 100	\$.30

NCR Sets

2 Part per sheet	\$.0750
3 Part per sheet	\$.0830
4 Part per sheet	\$.0875

Laminating

8.5 x 11	\$.85
8.5 x 14	\$.95
11 x 17	\$ 1.00

Fax

Incoming	\$.40 per Page
Outgoing	\$.50 per Page

Design Services

Per Hour (min. 15 minutes) \$40.00 / Hour

Mail Services

Inserting	TBD
Ink Jetting	TBD
Tabbing	TBD

Miscellaneous

Cut / Trim (per cut)	\$.25
Tabs/Dividers (bank of 5) each	\$.25
Doc. Scanning (B&W or Color)	\$.03 /Page
Photo Scan (B&W or Color)	\$5.00/Page
Burn CD	\$3.00 per CD