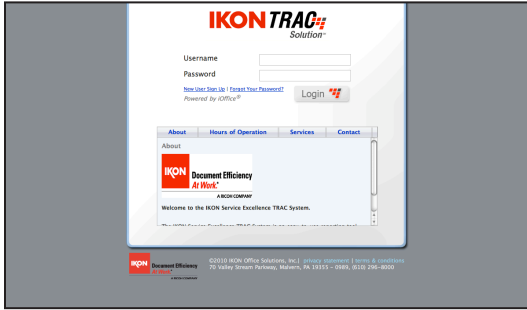


## SUBMITTING JOBS TO THE GRAPHIC SERVICES CENTER

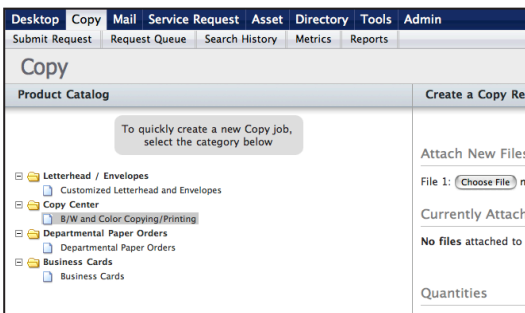
When utilizing the services in the IKON Graphic Services Center, an On-Site Job Ticket must be provided, or you may go to our web-based job submission tool. You can access this by going to <http://utc.ikontrac.com>. Please fill out the form completely so that all instructions are clear. We ask that you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



This screen will appear. Begin by entering your username 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 and then click on "Submit Request" to begin entering your job.



Once you click on the appropriate selection under "Product Catalog," enter all the specifications of your job request.

Then press "Next" to enter more information and then "Submit" when you are ready to submit your job.

# Graphic & Mail Services

## USERS GUIDE/ PRICE LIST

THE UNIVERSITY of TENNESSEE   
CHATTANOOGA

### INTRODUCTION

IKON is the leading provider of innovative products and services that enable our customers to manage document workflow and increase efficiency. For more than 3 years, IKON and UTC have been partnering to build a successful relationship.

We are pleased to offer UTC copying and finishing 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 – **Valerie Romeo: 423-425-5348**

Mail@utc.edu 423-425-4137  
Graphics@utc.edu 423-425-4092  
Librarycopy@utc.edu 423-425-1708

### SCHEDULED HOURS OF OPERATION

#### Library Copy Center & Mail Center:

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

#### Graphics Center:

Monday through Friday:  
8:00 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 & 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
    - Tabbing

**UTC**  
**GRAPHIC &  
MAIL SERVICES**

## PRICE LIST

### Black & White Copies

8.5 x 11 Black & White 1 sided	\$0.05
8.5 x 11 Black & White 2 sided	\$0.09
8.5 x 14 Black & White 1 sided	\$0.05
8.5 x 14 Black & White 2 sided	\$0.09
11 x 17 Black & White 1 sided	\$0.08
11 x 17 Black & White 2 sided	\$0.15

### Color Copies

8.5 x 11 Color 1 sided	\$0.50
8.5 x 11 Color 2 sided	\$0.95
8.5 x 14 Color 1 sided	\$0.50
8.5 x 14 Color 2 sided	\$0.95
11 x 17 Color 1 sided	\$1.00
11 x 17 Color 2 sided	\$1.90

### Padding

Pad of 25	\$0.50
Pad of 50	\$0.25
Pad of 100	\$0.30

### Folding

Hand	\$0.15
Machine	\$0.03

### Collating

Hand	\$0.10
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### Miscellaneous

Hole Punch	\$0.01
Cut / Trim (per cut)	\$0.25
Off-line Staple	\$0.03
Tabs/Dividers (bank of 5) each	\$0.25
Letterhead per 500 (can get more)	\$100.28
Envelopes per 500 (can get more)	\$115.43
Business cards per 500 (can get more or less)	\$10.00
Scanning (B&W or Color)	\$0.03 per Page
Burn CD	\$3.00 per CD

### Oversize

Black on White Bond Paper per sq. ft	\$2.00
Black on White Photo Paper per sq. ft	\$3.00
Color on White Bond Paper per sq. ft	\$6.50
Color on White Photo Paper per sq. ft	\$7.50
Banner & Specialty	Quote per Job
Laminate Only	\$2.50
Gator Board Mount and Laminate	\$7.00

### Transparencies

8.5 x 11 Black & White 1 sided	\$0.05
8.5 x 11 Black & White 2 sided	\$0.09

### Finishing

GBC Coil Binding	
< 50 pages	\$0.30 per Bind
51-100 pages	\$0.40 per Bind
100 + pages	\$0.60 per Bind
Saddle Stitch	\$0.02
Staple-Single (off-line)	\$0.03

### NCR Sets

2 Part per set	\$0.13
3 Part per set	\$0.15
4 Part per set	\$0.16

### Laminating

8.5 x 11	\$0.85
8.5 x 14	\$0.95
11 x 17	\$1.00

### Fax

Incoming	\$0.40
Outgoing	\$0.50

### Design Services

Per Hour	\$40.00 per hour
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### Mail Services

Stuffing	\$0.10 per piece
Address Ink-jetting	\$0.02 per piece
Tabbing	\$0.02 per piece

**UTC**  
**GRAPHIC &  
MAIL SERVICES**