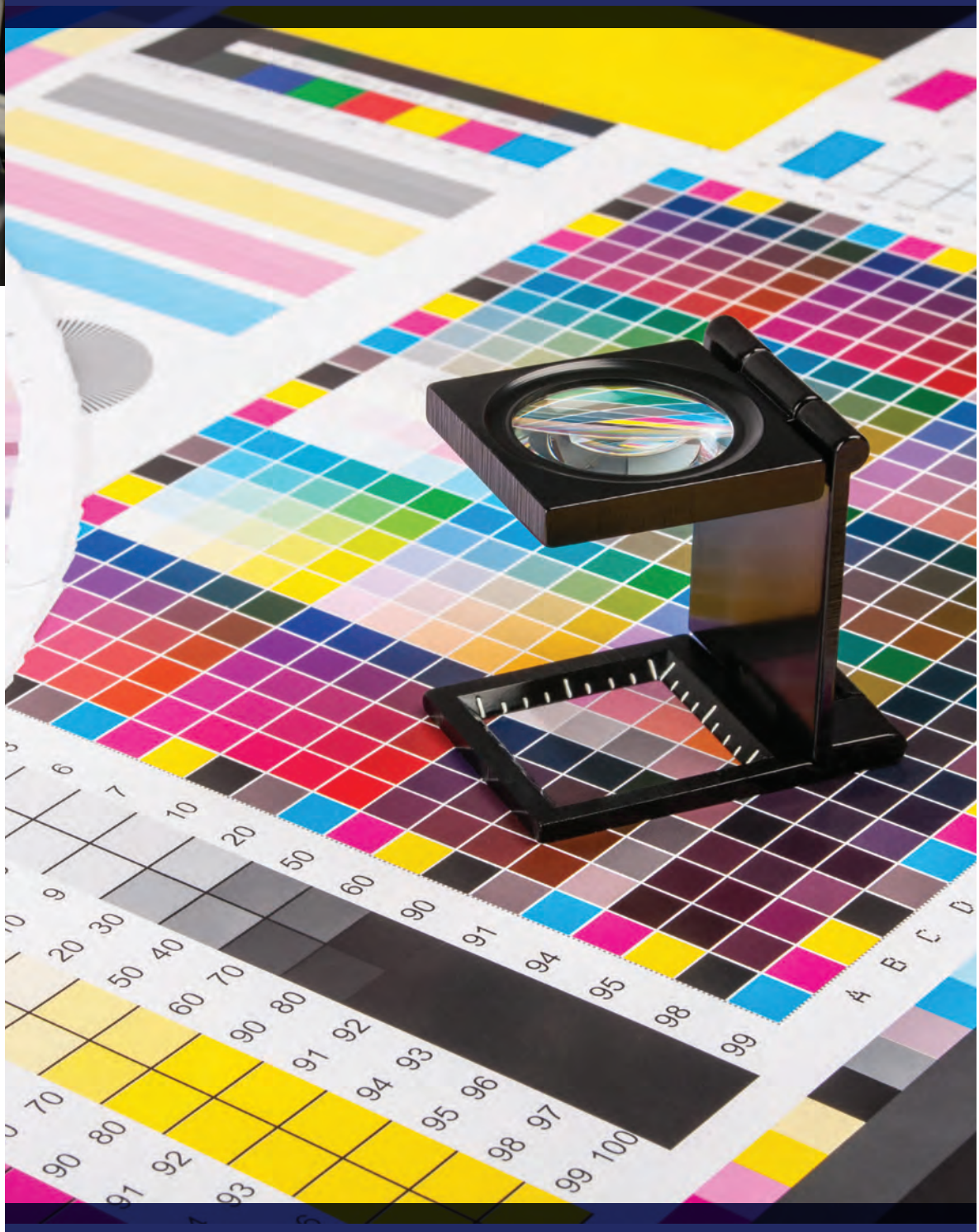
JOHN JAY COLLEGE PRINT SHOP



PLACE YOUR ORDER ONLINE:

printshop.jjay.cuny.edu

CUNY members are welcome

PRINTING SERVICES

Digital Printing
Digital black and white or color printing.

Offset Printing
Four-color (CMYK) and/or PMS color inks. Generally used for quantities over 5,000.

Wide Format
Up to 64" (inches) wide, posters, pounting (foam core), banners & banner stands.

BINDERY SERVICES

Book Binding
- Coil binding
- Tape binding
- Perfect binding
- Saddle stitch
- Staple
- 3-Hole punch
- Padding
- Plastic covers

Coil Bind **Cost per book** / plus impression and paper / no minimum ..... $0.33 – $0.55
Coil colors: black, navy, orange, purple, reflex blue

- 8.5 x 11 Black & white book / 100 lb. cover, smooth white with 60 lb. regular paper inside
  —141 pages / Qty. 20 books ..... $75.76 – $92.91
- 8.5 x 11 Color book / 100 lb. cover, smooth white with 60 lb. regular paper inside
  —141 pages / Qty. 20 books ..... $185.74 – $222.63

Tape Bind **Cost per book** / plus impression and paper / no minimum ..... $0.43 – $0.51
Tape colors: black, navy, light blue

- 8.5 x 11 Black & white book
  — 100 lb. cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 20 books ..... $77.76 – $83.52
- 8.5 x 11 Color book
  — 100 lb. cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 20 books ..... $187.74 – $221.70

Perfect Bind **Cost per book** / plus impression and paper..... $0.45–$0.95
(Minimum quantity 20 books)

- 5.5 x 8.5 Black & white book with color cover
  — 100 lb. color cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 20 books ..... $79.68 – $90.34
- 6 x 9 Black & white book with color cover
  —100 lb. color cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 20 books ..... $92.06 – $107.17
- 8.5 x 11 Black & white book with color cover
  —100 lb. color cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 20 books ..... $124.11 – $138.45
- 5.5 x 8.5 Color book
  —100 lb. cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 100 books .....$134.67 – $260.95
- 6 x 9 Color book
  —100 lb. cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 50 books .....$176.66 – $196.00
- 8.5 x 11 Color book
  —100 lb. cover, smooth white with 60 lb. regular paper inside
  — 141 pages / Qty. 20 books .....$231.25 – $268.17

COPIES / PRINTING

Black and White Copies

Text Stock

- 8.5 x 11 / 20 lb. (white) ..... $0.04 –0.05
- 8.5 x 11 / 60 lb. (ivory, blue, canary) ..... $0.05 – 0.06
- 8.5 x 11 / 60 lb. (pink, orchid, green, goldenrod) $0.05
- 8.5 x 14 / 60 lb. (white, ivory, blue) ..... $0.05 – 0.06
- 11 x 17 / 60 lb. (white) ..... $0.08 – 0.09
- 11 x 17 / 70 lb. (white) ..... $0.08 – 0.08
- 11 x 17 / 80 lb. (white) ..... $0.10 – 0.11

Cover Stock

- 8.5 x 11 / 65 lb. (white) ..... $0.06 – 0.07
- 8.5 x 11 / 80 lb. (white) ..... $0.06 – 0.07

Color Copies

Text Stock

- 8.5 x 11 / 60 lb. (white) ..... $0.13 – 0.15
- 8.5 x 11 / 80 lb. (gloss, white) .... $0.12 – 0.15
- 11 x 17 / 60 lb. (white) ..... $0.16 – 0.18
- 11 x 17 / 70 lb. (white) ..... $0.15 – 0.17
- 11 x 17 / 80 lb. gloss (white) ..... $0.15 – 0.17
- 11 x 17 / 100 lb. gloss (white) ..... $0.17 – 0.19

Cover Stock

- 8.5 x 11 / 65 lb. (white) $0.14
- 8.5 x 11 / 80 lb. (white) $0.14
- 8.5 x 11 / 100 lb. (white) ..... $0.16 – 0.14
- 11 x 17 / 80 lb. (white) ..... $0.23 – 0.25
- 11 x 17 / 100 lb. (white) ..... $0.26 – 0.28
- 11 x 17 / 80 lb. (gloss, white) ..... $0.17 – 0.20
- 11 x 17 / 100 lb. (gloss, white) ..... $0.22 – 0.24

JJC Business Cards (130 lb. glossy cover)

- Qty: 50 ..... $18.25
- Qty: 100 ..... $22.80
- Qty: 250 ..... $32.85
- Qty: 500 ..... $46.85
- Qty: 1,000 ..... $55.10
- Qty: 1,500 ..... $65.70

JJC Letterheads

Digital Printing (8.5 x 11 / NEENAH—bond writing, bright white)

- Qty: 100 ..... $13.53 - $15.73
- Qty: 250 ..... $33.83 - $39.33
- Qty: 500 ..... $67.66 - $78.65
- Qty: 1,000 ..... $135.32 – $157.30
- Qty: 2,000 ..... $270.63 - $314.63
- Qty: 2,500 ..... $338.29 - $393.29
- Qty: 3,000 ..... $405.95 - $471.95
- Qty: 5,000 ..... $676.58 - $786.58

Offset Printing (8.5 x 11 / NEENAH—bond writing bright white)

- Qty: 2,500 ..... $98.04–$104.29
- Qty: 5,000 ..... $173.58–$182.08
- Qty: 10,000 ..... $324.54–$336.82
- Qty: 25,000 ..... $775.90–$799.50

Postcards

Digital Printing (100 lb. Cougar smooth white cover, double sided)

- 5 x 7 (Qty. 250) ..... $22.10 –$24.82
- 5 x 7 (Qty. 500) ..... $47.95–$53.45
- 5 x 7 (Qty. 1,000) ..... $96.00 –$106.90
- 5 x 7 (Qty. 2,000) ..... $191.80–$213.80

Digital Printing (110 lb. Blazer white glossy cover, double sided)

- 4.25 x 6 (Qty. 250) ..... $16.77–$18.98
- 4.25 x 6 (Qty. 500) ..... $37.35 –$41.75
- 4.25 x 6 (Qty. 1,000) ..... $74.70 –$83.50
- 4.25 x 6 (Qty. 2,000) ..... $149.40 –$167.00

Postcards (continued)

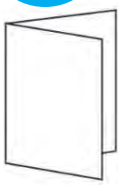
Offset Printing (110 lb. Blazer White Glossy, double sided)

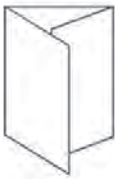
- 5 x 7 (Qty. 2,500) ..... $176.50–$243
- 5 x 7 (Qty. 3,000) ..... $190.20–$265.38
- 5 x 7 (Qty. 5,000) ..... $245–$356

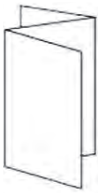
Offset Printing (110 lb. Blazer white glossy cover, double sided)

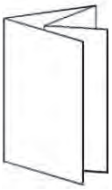
- 4.25 x 6 (Qty. 2,500) ..... $159.58–$217
- 4.25 x 6 (Qty. 3,000) ..... $169.88–$234.52
- 4.25 x 6 (Qty. 5,000) ..... $211.05–$304.37

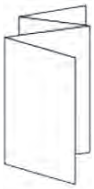
FOLDING


Single fold


Letter or C fold


Z fold


Double Parallel fold


Accordian fold

Brochure (8.5 x 14, letter fold)

Digital Printing (60 lb. text, 30% recycled)

- Qty. 250 ..... $63.17–$74.17
- Qty. 500 ..... $123.05–$145.05
- Qty. 1,000 ..... $246.07–$290.07
- Qty. 2,000 ..... $492.18–$580.18

Offset Printing (60 lb. text, 30% recycled)

- Qty: 5,000 ..... $371.83–388.96
- Qty: 10,000 ..... $698.40–$723.30
- Qty: 25,000 ..... $1,644.12–$1,692.22
- Qty: 50,000 ..... $3,241.25–$3,328.35

Booklets (8.5 x 11 final size. A CMYK PDF file is required, single pages.)

Cover: glossy, 100 lb. **Text:** glossy, 100 lb.

Digital Printing / 12-pages

Includes cover, back cover, inside front cover, inside back cover, and 8 interior pages.

- Qty: 50 ..... $45.73 –$68.33
- Qty: 100 ..... $94.17–$140.27
- Qty: 250 ..... $246.30–$365.18
- Qty: 500 ..... $492.60–$730.35
- Qty: 1,000 ..... $985.20 –$1,460.70

Offset Printing / 12-pages

- Qty: 2,000 ..... $708.83–762.70
- Qty: 3,000 ..... $1,011.85–1,077.26
- Qty: 5,000 ..... $1,616.37–$1,704.39
- Qty: 10,000 ..... $3,129.18–$3,249.96

Digital Printing / 16-pages

Includes cover, back cover, inside front cover, inside back cover, and 12 interior pages.

- Qty: 50 ..... $59.53 –$86.58
- Qty: 100 ..... $122.67–$180.42
- Qty: 250 ..... $321.18–$451.05
- Qty: 500 ..... $642.35–$902.10
- Qty: 1,000 ..... $1,284.70 –$1,804.20

Offset Printing / 16-pages

- Qty: 2,000 ..... $886.82–$955.54
- Qty: 3,000 ..... $1,262.10–$1,344.73
- Qty: 5,000 ..... $2,010.74–$2,102.30
- Qty: 10,000 ..... $3,834.44–$4.033.32

Digital Printing / 24-pages

Includes cover, back cover, inside front cover, inside back cover, and 20 interior pages.

- Qty: 50 ..... $89.83–$119.48
- Qty: 100 ..... $188.37–$249.12
- Qty: 250 ..... $470.93–$622.80
- Qty: 500 ..... $941.85 –$1,245.60
- Qty: 1,000 ..... $1,883.70 –$2,491.20

Offset Printing / 24-pages

- Qty: 2,000 ..... $1,247.42–$1,347.17
- Qty: 3,000 ..... $1,809.25–$1,918.44
- Qty: 5,000 ..... $2,806.80–$2,936.48
- Qty: 10,000 ..... $5,457.84–$5,659.68

Envelopes—Not In-Stock *(Customer must supply the following envelopes for printing.)*

- #6 ¾ Remittance (24#, folded size 6-1/2"w x 3-5/8"h)
- 6 x 9 Catalog
- #8 Regular (8-5/8"w x 3-5/8"h)
- #8 Window with blue tint (24#, bright white, 8-5/8"w x 3-5/8"h)
- #9 Window (8-7/8"w x 3-7/8"h)
- 9 x 12 Booklet Envelope
- #10 Booklet (10"w x 13"h)

(Envelopes Not in Stock—continued)

Black & White or 1 PMS / 2-sided (minimum quantity 500)

- Qty: 500 ..... $49.91–$58.72
- Qty: 1,000 ..... $56.69–$66.51
- Qty: 2000 ..... $69.67–$82.10
- Qty: 5,000 ..... $108.85–$128.87
- Qty: 10,000 ..... $170.80–$206.82
- Qty: 25,000 ..... $362.15–$440.65

3 PMS Colors Front / 1 PMS Color Back / 2-sided (minimum quantity 500)

- Qty: 500 ..... $89.32
- Qty: 1,000 ..... $98.04
- Qty: 2000 ..... $115.48
- Qty: 5,000 ..... $218.76
- Qty: 10,000 ..... $247.00
- Qty: 25,000 ..... $496.60

2 PMS Colors Front / 1-side (minimum quantity 500)

- Qty: 500 ..... $20.44–$24.53
- Qty: 1,000 ..... $23.12–$27.74
- Qty: 2000 ..... $28.49–$34.19
- Qty: 5,000 ..... $44.33–$53.20
- Qty: 10,000 ..... $69.89–$83.87
- Qty: 25,000 ..... $148.10–$177.70

Envelopes—In Stock

- A6 (4-3/4"w x 6-1/2"h)
- A7 (7-1/4"w x 5-1/4"h)
- A8 (8-1/8"w x 5-1/2"h)
- #9, regular (8-7/8"w x 3-7/8"h)
- #10, regular (9-1/2"w x 4-1/8"h)
- #10 window (9-1/2"w x 4-1/8"h)

#10 Envelopes / 3 PMS Colors Front / 1 PMS Color Back / 2-sided (min. quantity 500)

- Qty: 500 ..... $99.45–$117.82
- Qty: 1,000 ..... $131.74–$155.04
- Qty: 2000 ..... $196.31–$229.48
- Qty: 5,000 ..... $388.70–$455.20
- Qty: 10,000 ..... $706.24–$817.00
- Qty: 25,000 ..... $1,663.85–$1,921.60

#7 Envelopes / 3 PMS Colors Front / 1 PMS Color Back / 2-sided (min. quantity 250)

- Qty: 250 ..... $107.59–$155.04
- Qty: 500 ..... $114.43–$134.32
- Qty: 1,000 ..... $161.70–$188.04
- Qty: 2000 ..... $256.23–$295.48
- Qty: 2,500 ..... $302.83–$348.39
- Qty: 5,000 ..... $538.50–$616.20
- Qty: 10,000 ..... $1,005.84–$1,147.00
- Qty: 25,000 ..... $2,413.85–$2,746.60

#10 Envelopes / 2 PMS Colors Front / 1-side (min. quantity 500)

- Qty: 500 ..... $45.46–$53.03
- Qty: 1,000 ..... $73.16–$84.74
- Qty: 2000 ..... $128.57–$148.19
- Qty: 5,000 ..... $294.53–$338.19
- Qty: 10,000 ..... $570.29–$653.87
- Qty: 25,000 ..... $1,398.10–$1,602.70

Posters

- 24 x 36 (economy, 36 lb. inkjet coated, matte / thin to fit in rolling cart) ..... $7.20–$8.12
- 24 x 36 (130 lb. cardstock, uncoated) ..... $6.19–$10.43
- 24 x 36 (glossy) ..... $11.09–$11.50
- 24 x 36 (canvas) ..... $12.30–$12.66
- 24 x 36 (clear) ..... $11.70–$13.74
- 24 x 36 (adhesive matte for mounting on foam core board) ..... $9.43–$11.31
- 24 x 36 (adhesive gloss for mounting on foam core board) ..... $12.00–$12.86
- 36 x 48 (economy 36 lb. inkjet, coated matte / thin paper) ..... $14.40–$16.25

Posters—Wide Format

- Economy / 36 lb. (inkjet, coated matte—up to 36" x 200") ..... $1.20–$1.36 (per sq. ft.)
- Economy / 36 lb. (inkjet, coated matte, laminated—up to 26.5" x 200") ..... $1.88–$2.26 (per sq. ft.)
- Black & White Economy / 36 lb. (inkjet, coated matte—up to 36" x 200") ..... $0.80–$0.95 (per sq. ft.)
- 130 lb. Card Stock (up to 26" x 40") ..... $1.04–$1.74 (per sq. ft.)
- 130 lb. Card Stock (laminated—up to 26" x 40") ..... $1.81–$2.17 (per sq. ft.)
- Gloss (up to 36" x 200") ..... $1.85–$1.92 (per sq. ft.)

Posters—Mounted on Foam Board (foam boards included)

- Mounted Foam Board (gloss, maximum size 26.5" x 60") ..... $3.34– $3.94 (per sq. ft.)
- Mounted Foam Board (matte, maximum size 48" x 60") ..... $2.99– $3.59 (per sq. ft.)
- Mounted Foam Board (gloss, laminated, maximum size 26.5 x 60) ..... $4.12–$4.73 (per sq. ft.)
- Mounted Foam Board (matte, laminated, maximum size 26.5 x 60) ..... $3.77–$4.37 (per sq. ft.)

BANNERS

Banners

Material: Eco-gloss (smooth) or vinyl (for outdoors) with grommets

Grommets (optional/per grommet) ..... $.39–$.05

- Canvas ..... $1.29–$1.55 (per sq. ft.)
- Clear/Transparent..... $1.19–$1.43 (per sq. ft.)
- Adhesive Gloss ..... $1.50–$1.80 (per sq. ft.)
- Adhesive Matte ..... $1.12–$1.35(per sq. ft.)
- Vinyl Gloss Banner .... $1.33–$1.60(per sq. ft.)
- Vinyl Matte Banner.... $1.29–$1.55 (per sq. ft.)

Retractable Banners

- Vinyl, desktop: 11"w x 17"h ..... $21.77–$26.90
- Matte, desktop: 11"w x 17"h ..... $18.50–$22.20
- Vinyl, self standing: 33"w x 80"h ..... $60.05–$72.06
- Matte, self standing: 33"w x 80"h ..... $55.50–$66.60
- Vinyl, self standing: 24"w x 63"h..... $39.16–$46.99
- Matte, self standing: 24"w x 63"h..... $37.15–$44.60

NAME TAGS

Avery 5392 / Color / 4"w x 3"h / Horizontal / 6-up per 8.5 x 11 sheet

- With badge holder & white string..... $3.71
- With badge holder & black clip..... $7.24
- From 1 to 249 sheets..... $ 0.16 - $0.21
- From 250+ sheets ..... $ 0.11 - $0.16

Avery 5383/5390 / Color / 2"w x 3"h / Vertical / 8-up per 8.5 x 11 sheet

- With badge holder & white string..... $4.43
- With badge holder & black clip..... $7.70
- From 1 to 249 sheets..... $ 0.16 - $0.21
- From 250+ sheets ..... $ 0.11 -$0.16

Avery 5392 / B&W / 4"w x 3"h / Horizontal / 6-up per 8.5 x 11 sheet

- With badge holder & white string..... $3.67
- With badge holder & black clip..... $7.20
- From 1 to 249 sheets..... $ 0.09
- From 250+ sheets ..... $ 0.07

Avery 5383/5390 / B&W / 2"w x 3"h / Vertical / 8-up per 8.5 x 11 sheet

- With badge holder & white string..... $4.39
- With badge holder & black clip..... $7.65
- From 1 to 249 sheets..... $ 0.09 - $0.12
- From 250+ sheets ..... $ 0.07

FOLDERS

9 x 12 / one pocket (on left or right)

- Qty: 25..... $43.00
- Qty: 50..... $85.85
- Qty: 100..... $171.70
- Qty: 200..... $343.40
- Qty: 400..... $686.80
- Qty: 500..... $858.50

9 x 12 / two pockets (die cut on right pocket for business card)

- Qty: 25..... $45.55
- Qty: 50..... $91.10
- Qty: 100..... $182.20
- Qty: 200..... $364.40
- Qty: 400..... $728.80
- Qty: 500..... $911.00

LAMINATION

- 8.5 x 11 (minimum qty. 10 sheets. Price is per sheet)..... $0.29–$0.35
- 8.5 x 14 (minimum qty. 10 sheets. Price is per sheet) ..... $0.37–$0.45
- 11 x 17 (minimum qty. 10 sheets. Price is per sheet)..... $0.58–$0.70

PRODUCT LIST

- Banners
- Books
- Booklets
- Bookmarks
- Brochures
- Business Cards
- Bumper Stickers
- Class Materials
- Certificates
- Copies (B&W/Color)
- Covers
- Envelopes
- Exams
- Flyers
- Flyers (1/4 and 1/2 pg.)
- Folders
- Handouts
- Invitations
- Letterheads
- Letters
- Manuals
- Mounted Foam Boards
- Newsletters
- Note Pads
- NCR Forms (2-, 3-, or 4-parts)
- Postcards
- Posters
- Programs
- Quizes
- Reply Cards
- Reports
- Retractable Banners
- Routing Slips
- Stickers (various sizes)
- Syllabus
- Tickets

and more!

Coming Soon...

- Die Cut Stickers
- Holographic Stickers

The Print Request Process

Proper authorization/approval to print is required of all Print Services work.
Log in: printshop.jjay.cuny.edu using your JJC USER ID and the JJC password.

Turn-Around Times

Every effort is made to provide rapid, accurate, service with the majority of simple copy work completed within 72 hours of being approved by your department. However, specific turn-around times are determined by the project on a case-by-case basis. Please consult with staff for time-sensitive projects.

- Due to workload demands, we cannot guarantee our ability to accept or complete any work submitted less than 24 hrs before date due.
- Offset Press projects, on average, a minimum of 1.5 to 3 weeks lead time.
- Turnaround time may be increased at the beginning and end of each semester due to increased volume.
- Work requiring bindery and finishing services will require more time to complete.
- Unexpected downtime caused by equipment breakdown may interfere with timely completion of services. We appreciate your understanding in such circumstances.

CONTACT US

printshop@jjay.cuny.edu | 212-237-8279
Haaren Hall, Room C3503
Monday–Friday, 7:00 AM–4:00 PM

JOHN JAY COLLEGE OF CRIMINAL JUSTICE | CUNY

John Jay College of Criminal Justice | 524 West 59th Street, New York, NY 10019