



**BELLEVUE  
COLLEGE**

# Printing Services



**B/W & Color  
Copying**

**Bindery & Finishing  
Services**

**Posters & Banners**

**Graphic Design &  
Editorial Services**

**Custom Printing**

***[www.bellevuecollege.edu/ps](http://www.bellevuecollege.edu/ps)***



## The Mission of Printing Services

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**Our mission is to provide Bellevue College faculty, staff and outside clients** with products and value-added services that are both of the highest-quality and cost-effective.

**Printing Services is a self-support department,** not funded from the college’s general operating budget. We cover our staff, supplies, and equipment costs by charging for what we do.

**We feel it’s crucial to provide the best value and service** to our customers, and we never lose sight of that goal! We believe our services are among the best offered at community colleges anywhere but encourage your suggestions to help us become even better.

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## General Information

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### Submitting Work to Printing Services

- **Request Center:** This is the fastest and preferred method accessed via [bellevuecollege.edu/requestcenter](http://bellevuecollege.edu/requestcenter) (BC faculty and staff only) or *MyBC* from off-campus. For B & W copies, click on **Printing Services > Copies – B & W**. For color copies, click on **Printing Services > Copies – Color**.
- **Handwritten Form:** Submit a Quick Copy Request form to the Copy Center.

### Personal Work & Outside (non-BC) Clients

Personal and non-college jobs are always welcome. State sales tax is applicable.

### Payment Options

- **BC Departments:** Monthly recharges to the budget number indicated on the work request.
- **Personal Jobs & Outside (non-BC) Clients:** We accept cash, check, Visa, or MasterCard. Payment is due upon delivery of work unless prior arrangements have been made.

## Hours of Operation

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Copy Center		
Fall, Winter and Spring Quarters	Monday – Friday	7:00 am – 5:00 pm
Summer Quarter	Monday – Thursday	7:30 am – 5:00 pm
	Friday	8:00 am – noon
Between Quarters	Monday – Friday	8:00 am – 5:00 pm
Graphics & Editorial Services		
Open All Year	Monday – Friday	9:00 am – 5:00 pm

*After hours Copy Center lobby services are available with keypad entry. Contact Bev Lucas at (425) 564-2352 for keypad access code.*

## Pickup & Delivery Services

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- **Main Campus Print Route:** Delivered to division offices at 9:00 am and 3:00 pm during the quarters only.
- **Campus Mail:** Picked up and delivered twice daily on main campus, and once daily to Continuing Education.

## Other Information to Note

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- **Specialty Paper:** Colored or specialty papers not listed in this book can usually be ordered. Inquire at the Copy Center desk for availability and turn-around time.
- **Quality Control:** Your copy job will duplicate best if the originals have no loose pieces, insecure paste-ups or staples.
- **Rush Jobs:** Please call in advance to let us know when you've sent a time-critical job to our digital queues so that we don't miss your deadline.

## Custom Printing Services

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**Do you want a PMS ink, diecut, emboss or textured paper?** A custom print job may be necessary. Due to the many variables involved in custom printing, jobs are priced individually. We offer expertise in coordinating your work with outside vendors including mailing list coordination. We also monitor costs and quality control to ensure the best possible results and the turnaround you require.

### Do I Need "Printing" or "Copying?"

If you are unsure which method is best for you, contact Dianne Harbolt at (425) 564-2974 for more information or to request an estimate.

## Black & White Satellite Copiers

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Printing Services manages contracts for office and coin-operated copiers on campus. Our goal is to provide convenient, economical copies in cooperation with the Copy Center. Please call Bev Lucas at (425) 564-2352 for more information.

**Satellite Office Copiers** ..... \$ .06 per copy  
**Copy Center** (work request or self-serve copiers) ..... \$ .04 per copy

### Printing and Scanning

The copiers are capable of printing from your desktop, and scanning (in black and white or color) to e-mail or a network folder. Scanning is free. Please contact Bev Lucas for print driver installations.

### Paper, Supplies, and Repairs

- **Paper:** Paper is automatically ordered each month based on machine volume. If you need additional paper before the end of the month, please contact Bev Lucas at (425) 564-2352.
- **Supplies:** The Sharp site manager provides a supply of toner and staples at each machine location. Please call Bev Lucas if you need more.
- **Repairs:** Contact Sharp Business Systems at (800) 422-2325 to report a problem. Include the ID number (located on the front of the copier).

# Black & White Copies

\$1.00 minimum per job

Quantity		1-Sided	2-Sided	1-Sided	2-Sided			
		8.5" x 11" / Letter		11" x 17" / Tabloid				
Text Weight	20# White*	Up to 999	\$ .04	\$ .07	\$ .07	\$ .14		
		1,000 – 4,999	\$ .035	\$ .065	\$ .06	\$ .12		
		5,000 – 9,999	\$ .032	\$ .062	\$ .05	\$ .09		
		10,000+	\$ .03	\$ .06	\$ .04	\$ .07		
	Pastel	20#	Up to 999	\$ .055	\$ .095	60#	\$ .09	\$ .16
			1,000 – 4,999	\$ .05	\$ .075		\$ .08	\$ .14
			5,000 – 9,999	\$ .045	\$ .065		\$ .07	\$ .11
			10,000+	\$ .04	\$ .055		\$ .05	\$ .09
	60# Astrobright	Up to 999	\$ .065	\$ .105	Special Order			
		1,000 – 4,999	\$ .06	\$ .085				
		5,000 – 9,999	\$ .055	\$ .075				
		10,000+	\$ .05	\$ .065				
Cover Weight	65# White	Up to 999	\$ .08	\$ .12	Special Order			
		1,000 – 4,999	\$ .075	\$ .10				
		5,000 – 9,999	\$ .07	\$ .09				
		10,000+	\$ .065	\$ .08				
	65# Pastel or Astrobright	Up to 999	\$ .10	\$ .14	Special Order			
		1,000 – 4,999	\$ .095	\$ .12				
		5,000 – 9,999	\$ .09	\$ .11				
		10,000+	\$ .085	\$ .10				

\*Also available in 8.5" x 14"/legal size for the same cost as 20# letter size pastel paper.

## Specialty Paper

- 60# Text Weight (White Only).....Add \$ .02 per side to 20# White
- Bellevue College Preprinted Letterhead Imprint ..... \$ .06 per side
- Transparencies..... \$ .50 each

## Carbonless Forms (includes copying & padding)

- 2-part Set (250 sets in a ream) .....\$ .15 per set
- 3-part Set (167 sets in a ream) .....\$ .22 per set
- 4-part Set (125 sets in a ream) .....\$ .32 per set
- Padding (if less than a ream ordered).....\$3.00 per job

## Tab Pages (with text copied to tab)

- Set of 5 Tab Pages .....\$ .80 per set
- Set-up Charge.....\$ .50 per tab

## Hi-Resolution Black & White Copies (on white paper only)

- Second side of color copies only (any size/ type of paper) .....\$ .10 per side

## Electronic Files

- Minimum charge for opening electronic files.....\$1.00 each

# Color Copies

\$1.00 minimum per job

Quantity		1-Sided	2-Sided	1-Sided	2-Sided	1-Sided	2-Sided	
		8.5" x 11"/Letter		11" x 17"/Tabloid*		12" x 18"/ Tabloid Xtra		
Text Weight	24/28# Uncoated	Up to 250	\$ .45	\$ .70	\$ .65	\$ .95	Special Order	
		251 – 500	\$ .35	\$ .60	\$ .60	\$ .90		
		501 – 999	\$ .30	\$ .55	\$ .55	\$ .85		
		1,000 – 2,499	\$ .25	\$ .45	\$ .45	\$ .75		
		2,499 – 4,999	\$ .20	\$ .35	\$ .40	\$ .70		
		5,000+	\$ .17	\$ .30	\$ .35	\$ .65		
	100# Text Gloss Coated Both Sides	Up to 250	\$ .55	\$ .80	\$ .80	\$ 1.10	\$ .85	\$ 1.15
		251 – 500	\$ .45	\$ .70	\$ .75	\$ 1.05	\$ .80	\$ 1.10
		501 – 999	\$ .40	\$ .65	\$ .70	\$ 1.00	\$ .75	\$ 1.05
		1,000 – 2,499	\$ .35	\$ .55	\$ .60	\$ .90	\$ .65	\$ .95
		2,499 – 4,999	\$ .30	\$ .45	\$ .55	\$ .85	\$ .60	\$ .90
		5,000+	\$ .27	\$ .40	\$ .50	\$ .80	\$ .55	\$ .85
Cover Weight	80# Cover Uncoated	Up to 250	\$ .55	\$ .80	\$ .80	\$ 1.10	\$ .85	\$ 1.15
		251 – 500	\$ .45	\$ .70	\$ .75	\$ 1.05	\$ .80	\$ 1.10
		501 – 999	\$ .40	\$ .65	\$ .70	\$ 1.00	\$ .75	\$ 1.05
		1,000 – 2,499	\$ .35	\$ .55	\$ .60	\$ .90	\$ .65	\$ .95
		2,499 – 4,999	\$ .30	\$ .45	\$ .55	\$ .85	\$ .60	\$ .90
		5,000+	\$ .27	\$ .40	\$ .50	\$ .80	\$ .55	\$ .85
	100# Cover Uncoated	Up to 250	\$ .60	\$ .85	\$ .90	\$ 1.20	Special Order	
		251 – 500	\$ .50	\$ .75	\$ .85	\$ 1.15		
		501 – 999	\$ .45	\$ .70	\$ .80	\$ 1.10		
		1,000 – 2,499	\$ .40	\$ .60	\$ .70	\$ 1.00		
		2,499 – 4,999	\$ .35	\$ .50	\$ .65	\$ .95		
		5,000+	\$ .32	\$ .45	\$ .60	\$ .90		
80# Cover Gloss Coated 1-Side Only	Up to 250	\$ .65	\$ .90	\$ .95	\$ 1.25	\$ 1.00	\$ 1.30	
	251 – 500	\$ .55	\$ .80	\$ .90	\$ 1.20	\$ .95	\$ 1.25	
	501 – 999	\$ .50	\$ .75	\$ .85	\$ 1.15	\$ .90	\$ 1.20	
	1,000 – 2,499	\$ .45	\$ .65	\$ .75	\$ 1.05	\$ .80	\$ 1.10	
	2,499 – 4,999	\$ .40	\$ .55	\$ .70	\$ 1.00	\$ .75	\$ 1.05	
	5,000+	\$ .37	\$ .50	\$ .65	\$ .95	\$ .70	\$ 1.00	

\*All papers are also available in 8.5" x 14"/legal size for the same cost as 11" x 17".

## Specialty Paper

65# Cover Weight (8.5" x 11" only).....Add \$ .05 per side to 24# Uncoated

## Custom Color Envelopes

**NEW!** We can customize any quantity or type of envelope from A2 through catalog size with your return address and variable data imprints. Please call Dianne Harbolt, (425) 564-2974 for details, current pricing and turnaround times.



## Bindery & Finishing Services

**Binding** (Larger coils and non-standard colors are available by request.)

**Tape Binding** ..... \$ .50 each

### Spiral Coil Binding:

1-70 pages ..... \$1.00 each

71+ pages ..... \$1.25 each

### Folding & Scoring

**Set-up Charge** ..... \$5.00 per job

**Custom Folding** ..... \$ .01 per piece

**Scoring** ..... \$ .01 per piece

### Bookletmaking

**Set-up Charge** ..... \$3.00 per job

**Letter or Tabloid Sheets** (*folded in half, collated, & stapled*) ..... \$ .06 per booklet

### Padding

**Set-up Charge** ..... \$3.00 per job

**Cardboard Backing & Glue** ..... \$ .25 per pad

### Finishing Services

**Set-up Charge** ..... \$1.50 per job

**Cutting/Trimming** ..... \$ .25 per cut, per ream of paper

**3-hole Punching** ..... \$ .25 per ream of paper

**Shrink-Wrapping** ..... \$ .50 per item

**Stapling** (*holds up to 70 sheets of 20# paper*) ..... \$ .02 per staple

### Envelope Stuffing

**Set-up Charge** ..... \$5.00 per job

**Fold & Stuff** ..... \$ .02 per envelope

**#10 BC Envelopes:** Regular (*if not supplied*) ..... \$ .037 each

Window (*if not supplied*) ..... \$ .037 each

**Laminating** (For larger than 11" x 17", see Wide-Format Poster & Banner Finishing on page 9.)

**Under 8.5" x 11"** ..... \$ .50 per piece

**8.5" x 11" / Letter Size** ..... \$ .75 per piece

**8.5" x 14" / Legal Size** ..... \$1.00 per piece

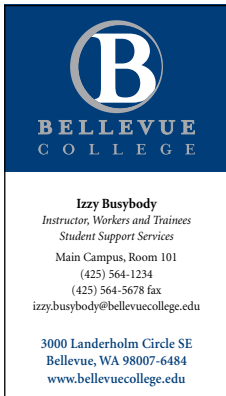
**11" x 17" / Tabloid Size** ..... \$1.25 per piece

### Labor Rates

If you need bindery services not listed above, the hourly labor rate will be applied.

**Labor** (*minimum .25 hour*) ..... \$28.00 per hour

## Business Cards, Tickets & Room Signs



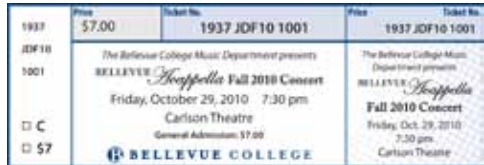
### Standard BC Business Cards

College business cards are created in a format established by Institutional Advancement, and any variation requires prior approval. Orders are filled within two weeks. Order cards via Request Center: [Printing Services > Business Card Order](#). Custom business cards are treated as individual print jobs and not subject to the following prices or turnaround.

- BC Business Cards** ..... \$30.00 per 325 cards
- Second Side Printing** ..... \$10.00 per 325 cards
- Additional Rush Charge** ..... \$25.00 per order

### BC Event Tickets

Created in-house, these serial numbered tickets have three perforated sections for event accounting. Turnaround is 3-5 days. To order event tickets, please fill out a 2-part Ticket Request form found in Printing Services.



- Base Cost** ..... \$ .05 per ticket
- Initial Set-up Charge** ..... \$15.00 per event\*
- Revisions** (minimum .25 hour) ..... \$60.00 per hour
- Include a Custom Logo** ..... \$15.00
- Second Side Printing** (includes set-up): 1-500 ..... \$15.00 per batch
- 500+ ..... \$ .01 per ticket

\*Multiple night events will be charged additional graphics time.



### Room Signs

Room signage is standardized on Main Campus and at Continuing Education. Turnaround is approximately seven days. Use a

Room Sign request to order a new insert that will fit into the wall-mounted fixture by the door. The inserts will be delivered to Campus Operations for installation. Order rooms signs via Request Center: [Printing Services > Room Sign](#).

- Room Sign** ..... \$10.50 per sign



## Wide-Format Posters & Banners

We offer high-resolution, full-color wide-format posters and banners that are up to 36" x variable width or length. Our graphic designers can create a custom design for you or you may submit your own digital file for output. Pricing is by the linear

foot of material used and percentage of ink coverage. A variety of finishing services are available, see page 9.

*For printing of smaller posters (12" x 18" and under), see page 5 for pricing.*

Media Type	Light-Medium Ink Coverage	Heavy Ink Coverage
<b>Heavy Matte Coated Paper</b> Can be laminated for added durability	\$11.00 per foot	\$16.00 per foot
<b>Premium Gloss Photo Paper</b> Primarily for art-quality reproductions	\$16.00 per foot	\$21.00 per foot
<b>Scrim Vinyl</b> Water resistant & primarily for outdoor use	\$22.00 per foot	\$30.00 per foot
<b>Posterboard: 24" x 30", Matte Finish</b> <i>(Artwork smaller than 24x30 will be charged for a full sheet)</i>	\$30 per sheet	\$36 per sheet

*In addition to the above options, other specialty media types and 44" wide format paper is available by request (full rolls only).*

### Turnaround Time

Turnaround time is approximately 2-3 days, depending on workload (not including graphic design time if needed). Please contact Dianne Harbolt at (425) 564-2974 if you have an urgent deadline or need a printing estimate.

### Submitting Requests

- **Customer-Supplied File:** If you created the artwork, submit your file via Request Center: [Printing Services > Posters & Banners](#). See file prep charge below.
- **Graphic Services Design:** If you need us to create the artwork, submit your request via Request Center: [Printing Services > Graphic Services](#).

### File Preparation for Customer-Supplied Files

Poster or banners created by customers require a file-preparation charge.

**File Preparation** (minimum .25 hour).....\$60.00 per hour

# Poster & Banner Finishing Services

## Foamcore Mounting

Mount your posters or signs on foam-core board for additional durability. We have 24" x 36" foam-core (.1875" thick) in stock but can order larger sizes upon special request (additional turnaround required).

- White Foam-Core** ..... \$2.00 per square foot
- Black Foam-Core** ..... \$2.50 per square foot

## Wide-Format Laminating

Our wide-format laminate material is a medium-weight material (5 mil) with UV protection (to minimize fading), has two layers and is available up to 40" wide. We can laminate items up to 1/2" thick and trim either right to the edge or leave a border to encapsulate the material to help minimize moisture damage. Let us know your preference when ordering.

Lamination material is available in both gloss and matte finishes. The gloss finish is standard unless otherwise specified. If an item needs to be especially sturdy, it can be run through the laminator twice.

*For laminating smaller posters (11" x 17" and under), see page 6.*

- Gloss Material**..... \$1.80 per linear foot
- Matte Material**..... \$2.55 per linear foot

## Velcro or Grommets

Velcro or grommets are a great way to hang or display your items.

- Velcro Material**..... \$2.75 per foot
- Grommets (brass colored)**.....\$1.00 each

## Labor Rates

If you need finishing services not listed above, the hourly labor rate will be applied. For a rush or after hours requests, please call in advance.

- Labor (minimum .25 hour)**.....\$28.00 per hour





## Editorial Services

Our in-house Publications & Communications Manager offers a variety of editorial services which may include any or all of the following:

### Copyediting

Corrects spelling, punctuation, grammar; checks for consistency; applies basic stylistic and format rules.

### Substantive Editing

Includes copyediting plus revising, reorganizing, etc., for clarity, readability, logic, precision, cohesion, and appropriate tone and style for the specified audience.

### Writing

Creates a document from “scratch,” usually based on drafts, outlines, department websites or other source materials you provide. Internet research for statistics, such as occupational projections, may also be provided.

### Proofreading

Checks that all requested changes have been made.

Turnaround Times	Brief documents (less than 6 pages)	Long documents (6+ pages)
Proofing and copyediting	24 hours	2–5 days
Substantive writing and/or editing	3–4 days	5–10 days

## Resources & Policy Approvals

For more information and links to helpful sites (logos, print/web publishing style guides, and policy approvals), visit <https://go.mybcc.net/ia/publications/default.aspx/>. All publications must be reviewed for Campus Policy compliance before publishing. For details go to: [http://bellevuecollege.edu/policies/6/6650P\\_Communications\\_and\\_Publications\\_Procedures.asp/](http://bellevuecollege.edu/policies/6/6650P_Communications_and_Publications_Procedures.asp/).

To begin an Editorial Services job, submit a request via Request Center: **Printing Services > Editorial Services** or call Sharon Berg at (425) 564-2283.

### Editorial Rates

Editorial Services (minimum .25 hour)

\$50.00 per hour

## Graphic Design Services

Graphic Services' mission is to offer faculty, staff and off-campus customers high quality design services that are cost-effective and meet deadlines. As a self-support department, we strive to provide the best value and customer service.

### Need help marketing your class, program, department or campus event?

We can help! Our experienced in-house, award-winning graphic designers can design and produce just about anything you want printed or displayed. A few highly effective ways to communicate your message include brochures, posters, postcards and banners. For more details, please see our Graphics & Editorial Services Brochure available in the Copy Center Lobby or check out some examples of our award-winning designs at <http://bellevuecollege.edu/ps/GraphicsPortfolio.htm>.

Other services we provide include everything from small-scale tasks such as business cards, specialty stationary, and forms to larger endeavors including logo design, custom displays for educational fairs and one-of-a-kind projects. We also provide website design and can coordinate with BC Web Services to execute the technical portion of your website. As an added value, we can coordinate your job with the college Marketing Director, Mail Center, and/or the Copy Center.

### Consultations

Let us help you problem-solve your project, on budget and within deadline. Contact Robyn Bell-Bangerter at (425) 564-2277 to set-up an appointment for a free initial consultation.

### Proofs

**Black & White Laser Proofs** .....\$ .25 each  
**Color Laser Proofs**.....\$ .50 each

### Submitting a Graphic Services Job

To begin a Graphic Services job, please submit a request via Request Center: **Printing Services > Graphics & Printing**. Contact Dianne Harbolt at (425) 564-2974 with questions regarding work requests for graphic services and/or turnaround times.

Graphic Design Rates	
Graphic Design Services ( <i>minimum .25 hour</i> )	\$60.00 per hour
Website Design Services ( <i>minimum .25 hour</i> )	\$60.00 per hour
Graphic Design & Printing Consultation ( <i>after free initial consult</i> )	\$60.00 per hour



## Contact Our Staff

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### Bellevue College Printing Services

**Bev Lucas**, Printing Services Manager ..... (425) 564-2352  
**Printing Services Fax Number** ..... (425) 564-3191

### Copy Center

**Copy Center Main Desk** ..... (425) 564-2790  
**Joe LaMonte**, Manager ..... (425) 564-3153  
**Yvonne Chow**, Copy Center Operator ..... (425) 564-2790  
**Machine Operator** (*internal only*) ..... ext. 1030

### Bindery & Specialty Services

**Joe LaMonte**, Manager ..... (425) 564-3153  
**Mary Cox**, Bindery & Copy Operator ..... (425) 564-3187

### Editorial Services

**Sharon Berg**, Publications & Communications Manager ..... (425) 564-2283

### Graphic Services

**Robyn Bell-Bangerter**, Senior Graphic Designer ..... (425) 564-2277  
**Linda Walker**, Graphic Design & Production Artist ..... (425) 564-3179  
**Dianne Harbolt**, Production Artist & Graphics Coordinator ..... (425) 564-2974

### Custom Printing Services

**Dianne Harbolt**, Printing Coordinator ..... (425) 564-2974

### Addresses

**E-mail** ..... [bccpri@bellevuecollege.edu](mailto:bccpri@bellevuecollege.edu)  
**Website** ..... [www.bellevuecollege.edu/ps](http://www.bellevuecollege.edu/ps)  
**Request Center** ..... [www.bellevuecollege.edu/requestcenter](http://www.bellevuecollege.edu/requestcenter)



## Green Facts about Bellevue College Printing Services

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BC Printing Services is very mindful of using ecologically friendly practices. Below are just some of the ways we do our part to be green at Bellevue College:

- We use paper from a sustainable forest (FSE certified) for our black & white copies.
- We recycle our scrap paper.
- We reuse or recycle our paper boxes and packing materials when possible.
- We recycle the toner cartridges from our large copiers.
- We encourage two-sided printing when possible.
- We share office printers.
- Our high-speed copiers are energy-efficient.



**B/W & Color Copying** ■ **Bindery & Finishing** ■ **Posters & Banners**  
**Graphic Design** ■ **Editorial Services** ■ **Custom Printing**

**3000 Landerholm Circle SE** ■ **Bellevue, WA 98007-6484**

**T (425) 564-2352** ■ **F (425) 564-3191**

***[www.bellevuecollege.edu/ps](http://www.bellevuecollege.edu/ps)***