

Copy shop

Opening times

Monday to Thursday
8.30am to 4.45pm

Friday 8.30am to 4.15pm

Black and white copying copying from originals or disk

A4 black on white 80gsm paper	.05p
A4 black on tinted 80gsm paper	.06p
A4 black on white 160gsm card	.08p
A4 black on tinted 160gsm card	10p
A4 black onto University cover	30p
A4 black onto OHP transparency	30p
A3 black onto OHP transparency	
A3 black on white 80gsm paper	.08p
A3 black on tinted 80gsm paper	10p

20% discount on the above pricing for more than 20 copies from a single original

Colour digital copying white 100gsm paper (disk or hard copy)

A4	25p
A4 backed	40p

For A4 copying onto 160gsm card please add 2p to the above prices

A3	40p
A3 backed	60p

For A3 copying onto 160gsm card please add 5p to the above prices

A4 colour onto OHP transparency	80p
---------------------------------	-----

Please note there is a 30p handling charge for any copies sent from disk except on large format prints

Large format printing onto matt 120gsm paper

A2 colour on white 120gsm paper from disk	£7
A1 colour on white 120gsm paper from disk	£12
A0 colour on white 120gsm paper from disk	£20

Photo quality large format printing onto satin 120gsm paper

A2 colour on white 120gsm paper from disk	£12
A1 colour on white 120gsm paper from disk	£21
A0 colour on white 120gsm paper from disk	£30

Binding and finishing

A4 wire, tape or comb with acetate front and gloss card back covers

	A4	A3 short edge
Up to 9mm in thickness	70p	£1
10-14mm in thickness	£1	£1.50
15 - 29mm (comb bind only)	£1.50	£2
30mm and over (comb bind only)	£2	£2.50
Adhesive backed CD wallet	30p	

If you do not want covers added please reduce A4 prices by 30p and A3 prices by 50p

Encapsulation: sizes above A2 cannot be done while you wait

A4 encapsulation	80p per item
A3 encapsulation	£1.50 per item
A2 encapsulation	£3 per item
A1 encapsulation	£4.80 per item
A0 encapsulation	£9.50 per item

New services

Thesis hardback binding with gold foil on front and spine

up to 30mm thick £17 each

Scan to pdf

We can now scan your A4 and A3 documents to pdf and save to disk for £1 + 5p per A4 and 10p per A3 for other sizes please ask at the counter.

We can also offer a digital print service for low volume colour at a very high quality and a full offset printing service for all your leaflets, newsletters, invitations and letterheads. Please ask at the counter for a quotation.

Service level

Single copies and supplies will normally be done while you wait.

Multiple copies and copies from disk will normally be completed within one working day.

The service level cannot be guaranteed when internal demand is exceptionally high.

Binding
and finishing

Digital and
offset printing

Stationery
supplies