



Since 1890

SAVANNAH
STATE UNIVERSITY

Seriously Impressive

Document Center Information

Located in Morgan Annex on Felix Alexis circle, the Document Center provides printing and finishing services including:

Faxing, Copying, Banners, Lamination, Binding, and Scanning.

The Document Center accepts cash, check, credit card and Flex Funds.

The lobby of the Document Center provides computers for public use.

Lab credit is not accepted at the Document Center

Copies (per impression)

Black & White	Color
8.5 x 11.....\$.10	\$.49
8.5 x 14.....\$.10	\$.50
11 x 17.....\$.15	\$.65
12 x 18.....\$.17	\$.75
13 x 19.....\$.20	\$.80
Transparencies...\$.80	

Matte Cardstock.....	\$.07 per sheet
Gloss Paper.....	\$.10 per sheet
Colored Paper.....	\$.05 per sheet
NCR Paper.....	\$.10 per sheet

Wide Format & Banners

\$5.00 per square foot
Grommets.....\$.50 each

We have 24, 36, 42, and 44in rolls. The other dimension of poster/banner can be up to 10ft. 300dpi min resolution.

Finishing Services

Binding (per book)	
GBC comb.....	\$1.50
GBC coil.....	\$2.00
Steel binding.....	\$2.50

Lamination

8.5 x 11.....	\$1.60
8.5 x 14.....	\$1.90
11 x 17.....	\$3.10
Wide Format (24"max).....	\$3.10/ sq.ft.

Cutting, Punching, Folding, & Stapling

Cutting.....	\$1.50/cut
Punching.....	\$.03/punch
Folding.....	\$.03/fold
Double Fold (tri-folds).....	\$.05/sheet
Stapling.....	\$.03/staple

Packaging

Envelopes.....	\$.15 each
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Fax (per sheet)

Local.....	\$.50
Long Distance.....	\$1.00
International.....	\$1.50
Receiving.....	\$.25

Same Day Yard Signs (18"x24")

Single Sided.....	\$29.00
Double Sided.....	\$41.00

Document Scanning (per sheet)

Black & White.....	\$.20
Color.....	\$.25

Business cards

50 card minimum. \$3.92 plus setup fee (see below) and cutting fees (12 cuts) for single sided color cards on cardstock. \$.56 per sheet for additional cards.
8 cards come on one sheet.

Setup Fees

Putting a PDF file into our templates..... \$3.00 per image

File conversion & putting it into our template....\$7.50*

\$7.50 for a single sided document, \$12.00 for double sided documents

Prices effective as of March 01, 2019. We are still 20-30% lower than our competitors at Staples, Office Depot/Max, FedEx/Kinkos, UPS, Alpha Graphics, and Creative Approach.

**Thank you for choosing the
Savannah State University Document Center.**

Proofs are NOT free. You will be responsible for payment for anything you print. In the event that you catch a mistake on your file in your first proof and would like to print another one, you will be charged for every proof you print.

Document Center

Mon-Fri 8:00 AM to 5:00 PM

Closed for lunch from 12-1pm

Contact Information

Document Center

Tel: 912-358-4220

Fax: 912-358-3186

Email: ssudoc@savannahstate.edu

Please note we do NOT accept flash drives. Please email us your files to the email address above.

We are a print ready facility. We do NOT design or edit files. Files sent to us must be 100% ready to print.