**HOURS OF OPERATION**
Monday–Friday ............. 7:30 AM – 6:00 PM
Saturday and Sunday ............ Closed

**METHODS OF PAYMENT**
- Cash | credit/debit cards purchases > $5.00
- 49er Account
- Org./Fund codes for University Departments

**PRICE LIST**

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**BLACK AND WHITE LETTERS**
- $0.09 per page
- $0.30 per page for larger runs

**COLOR LETTERS**
- $0.09 per page
- $0.30 per page for larger runs

**FOAM BOARD POSTER MOUNTING**
- Up to 20” x 30” ............. 10.00
- Up to 32” x 40” ............. 15.00
- 36” x 48” ............. 30.00

**PAPER UPGRADE OPTIONS**
- Pastel color 20 lb. 8.5” x 11” ............. $0.02
- Pastel color 20 lb. 11” x 17” ............. $0.04
- Bright color 20 lb. ............. $0.06
- Hammermill 28 lb. 8.5” x 11” ............. $0.04
- Hammermill 28 lb. 11” x 17” ............. $0.08
- Hammermill 80 lb. cover 8.5” x 11” ............. $0.09
- Hammermill 80 lb. cover 11” x 17” ............. $0.15
- Gloss text 8.5” x 11” ............. $0.05
- Gloss text 11” x 17” ............. $0.07
- Gloss cover 8.5” x 11” ............. $0.07
- Gloss cover 11” x 17” ............. $0.13
- Resume paper ............. $0.12
- Classic Linen 100 lb. cover 8.5” x 11” ............. $0.24
- Classic Crest 100 lb. cover 8.5” x 11” ............. $0.24
- Tabs price per tab ............. $0.12

**VOLUME-DISCOUNT PRICING**
- 1 - 50............... $0.20 per page
- 51 - 100............... $0.10 per page
- 101 - 500............... $0.05 per page
- 501 and up............... $0.03 per page

University Department order delivery available upon request.

**ACCEPTED MEDIA**
- Upload through REPROS digital storefront
  UNCCrepros.myprintdesk.net
- Flash drive
- Email: repros@uncc.edu

*Hours for break periods, holidays, summer sessions and other schedule exceptions posted at aux.uncc.edu/copy*

**BINDING**
- Stapling machine .................. $0.02
- Stapling manual .................. $0.05
- Comb bind .................. 1.25 – 1.50
- Spiral bind .................. 1.25 – 1.50
- Vinyl back .................. $0.45
- Clear front .................. $0.45
- Saddle stitch .................. $0.20

**BINDERY SERVICES**
- Cutting per 100 .................. $0.75
- Drilling per 100 .................. $0.20
- Padding per 100 sheets .................. $0.65
- Folding per fold .................. $0.02
- Shrink wrapping per package .................. $0.50
- Scanning per page .................. $0.20

More handling options available; just ask!

**LAMINATION**
- 7 mil laminate
- Letter size 8.5” x 11” .................. $0.85
- Legal size 8.5” x 14” .................. $1.00
- Tabloid size 11” x 17” .................. $1.50

**FAX SERVICES**
- Local per page .................. $1.00
- Long distance per page .................. $1.50
- International per page .................. $2.00

**FLATBED SCANNING**
- Per page .................. $1.00
- Burn scans to CD or DVD) per disc .................. $3.00
- Save scans to your USB drive .................. No charge

**Additional scanning services:**
- Large volume scanning (call for quote)
- Optical Character Recognition (OCR) scanning for keyword searchable files
- High-resolution, full-color scans

Scanning documents does not automatically permit units to destroy the original hardcopies. All University employees are responsible for ensuring that they comply with applicable University Policies, including University Policy 605.3, Retention, Disposition, and Security of University Records. For questions regarding records retention and management, please contact the Office of Legal Affairs.