



COLORADO SCHOOL OF MINES  
**COPY CENTER**

YOUR ON-CAMPUS SOURCE FOR COPYING, BINDING AND LAMINATING



**Hours**

**Spring & Fall**

**Monday-Thursday**

8 a.m.-5 p.m.

**Friday**

9 a.m.-3 p.m.

**Summer**

**Monday-Thursday**

9 a.m.-3 p.m.

**Closed on Friday**



**COLORADO SCHOOL OF MINES**  
EARTH ▲ ENERGY ▲ ENVIRONMENT



**YOU'RE NOT  
JUST A CUSTOMER...  
YOU'RE AN  
OREDIGGER!**

Your Mines Copy Center is dedicated to providing the students, faculty, staff and everyone else with superior service, quality products and very affordable prices.

Our staff has over 25 years of experience in the copying industry so we understand your educational needs and busy schedules. We are committed to meeting your deadlines with courteous service and attention to detail — every time. So give us a try ... you're always our priority.

## Turnaround Times



Most jobs can be completed within a few hours. More complex jobs may take longer.

Large binding or folding jobs may take a few days to complete. A large job requiring a quick turnaround time may be subject to a rush charge. Ask for details.

## Electronic Job Submission



For faster job submission, email your jobs along with detailed production and billing information, then leave the rest to us. **PDF format is preferred for job submission.**

Electronic Storage: We'll store your job electronically so there is never a need to resend a file. Once your job is stored, email us the title of the job, how many copies you need — from one copy to 10,000 copies — and we'll do the rest. It's that simple.

## Copy Prices

Black and White	Per copy (per side)
8.5 x 11" and 8.5 x 14"	<b>\$0.03</b>
11 x 17"	<b>\$0.06</b>
Tabs (5 bank)	<b>\$1.10 per set</b>

Color Copies	
All color copies are printed on high quality laser paper	
8.5 x 11" and 8.5 x 14"	<b>\$0.20</b>
11 x 17"	<b>\$0.30</b>
11.75 x 47" Banner	<b>\$7.50</b>

Color and Black Mixed Documents	
Black copies will be charged at:	
8.5 x 11"	<b>\$0.10</b>
11 x 17"	<b>\$0.10</b>

## Scanning Services

Color or Black Images	Per copy (per side)
File Type: PDF or JPEG	
Loose Sheets—8.5 x 11" up to 11 x 17"	<b>\$0.03</b>
Bound Books—8.5 x 11" up to 11 x 17"	<b>\$0.20</b>

## Laminating Services

Color or Black Images	Per copy (per side)
2 1/2 X 3 5/8"	<b>\$0.50</b>
9 x 11 1/2"	<b>\$1.00</b>
12 x 18"	<b>\$2.00</b>

## Binding Options

### Coil Bind



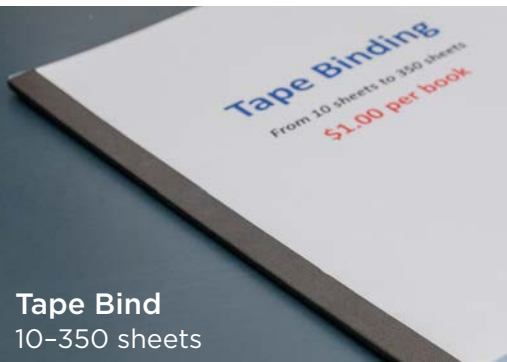
### Comb Bind

Max 425 sheets



### Tape Bind

10-350 sheets



### Saddle Stitch

8.5 x 11" up  
to 11 x 17"



Color  
Cover

Black  
Leatherette

**11"**

**11"**

**\$2.50**

**\$2.79**

Max 175

Max 175

**\$3.50**

**\$3.79**

Max 275

Max 275

**17"**

**17"**

**\$3.30**

**\$3.59**

Color  
Cover

Black  
Leatherette

**11"**

**11"**

**\$1.50**

**\$1.79**

**17"**

**17"**

**\$2.30**

**\$2.59**

Color  
Cover

Black  
Leatherette

**11"**

**11"**

**\$1.00**

**\$1.29**

### No Charge

### Copy cost only!

Total number of  
8.5 x 11" pages  
must be divisible by 4

# Specialty Papers

Add price listed to copy cost \*per sheet\*

<b>Pastels - 8.5 x 11"</b>	
<b>Blue, Canary, Cherry, Gold, Gray, Green, Ivory, Lavender, Pink, Salmon</b>	<b>No extra charge</b>
<b>White Laser Finish</b>	
<b>8.5 x 11" and 8.5 x 14"</b>	<b>\$0.02</b>
<b>11 x 17"</b>	<b>\$0.03</b>
<b>Brights - 8.5 x 11"</b>	
<b>Green, Orange, Pink, Red, Yellow</b>	<b>\$0.01</b>
<b>Cover - 8.5 x 11"</b>	
<b>Blue, Ivory, Yellow, White, Dark Blue, Dark Green, Bright Red</b>	<b>\$0.08</b>
<b>Laser Cover</b>	
<b>8.5 x 11"</b>	<b>\$0.10</b>
<b>11 x 17"</b>	<b>\$0.15</b>

# Binding Options

## Stapling:

No charge

## Binding price includes:

Front cover—Clear plastic

Back cover—Color or black

**CALL FOR  
DETAILS**



## Specialty Services

<b>Hand Placement - per page</b> E.g., copying from bound books, manuals and passports	<b>\$0.20</b>
<b>Cutting</b>	<b>\$2.00 per 100 Pages</b>
<b>Simple graphic design projects with copy order</b>	<b>Priced on a per job basis</b>

## Folding Services

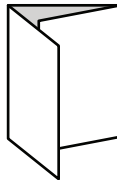
8.5 x 11"

No charge, copy cost only

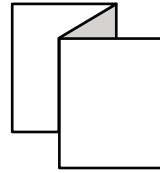
**CALL FOR  
DETAILS**



Half Fold



Tri Fold



Z Fold

## Large Format Services

Banners/signs/posters

Contact CCIT at

**303-273-3430**



# Campus Delivery Service



Provide us a building and room number (main offices only) and we'll do the walking.

Delivery times:

## Fall & Spring

### Monday-Thursday

9 a.m.-10 a.m.  
3p.m.-4 p.m.

### Friday

9:30 a.m.-10 a.m.  
2 p.m.-2:30 p.m.

## Summer

### Monday-Thursday

9:30 a.m.-10 a.m.  
2 p.m.-2:30 p.m.

# Payment Options



We accept cash, credit cards or checks. There is a \$1.00 minimum purchase required for credit card purchases.



**Mines departments must use  
an index for payment.**

# Contact Information



Guggenheim Hall Room 103



(303) 273-3202



copycenter@mines.edu



inside.mines.edu/Copy\_Center



[inside.mines.edu/Copy\\_Center](https://inside.mines.edu/Copy_Center)

## Our Services

Design services

Copying  
(black and white and color)

Specialty papers available

Binding services

Folding services

Laminating

Scanning

Campus delivery