

RICOH SERVICE CENTER PRICING

B&W OUTPUT/COPIES

8.5" x 11"	Single-sided	\$.010
	Double-sided	\$.014
	Card stock	\$.023
	Colored paper	\$.022
8.5" X 14"	Single -sided	\$.012
8.5" X 14"	Double-sided	\$.016
11" X 17"	Single-Sided	\$.038
11" X 17"	Double-sided	\$.042

COLOR OUTPUT/COPIES

8.5" x 11"	Single-sided	\$.057
	Double-sided	\$.099
	Card stock	\$.108
	Supplied Paper	\$.0425
11" x 17"	Single-sided	\$.109
11" x 17"	Double-sided	\$.194

All prices listed above are starting prices. See copy center for total cost of specific job based on paper and services desired

BINDERY (includes front & back cover)

8.5" x 11"	Coil bind	\$ 1.75
	Padding	\$1.00/pad
	Lamination	\$. 10

FINISHING SERVICES

Cut/Trim	No Charge
Folding	No Charge
Stapling	No Charge
Tabbing	No Charge
Envelope Printing	No Charge

Paper Options: Variety of Pastels, Bights and Special paper available in 20#, 65#, 80#, 100#. Please see Ricoh Copy Cave for color selection.

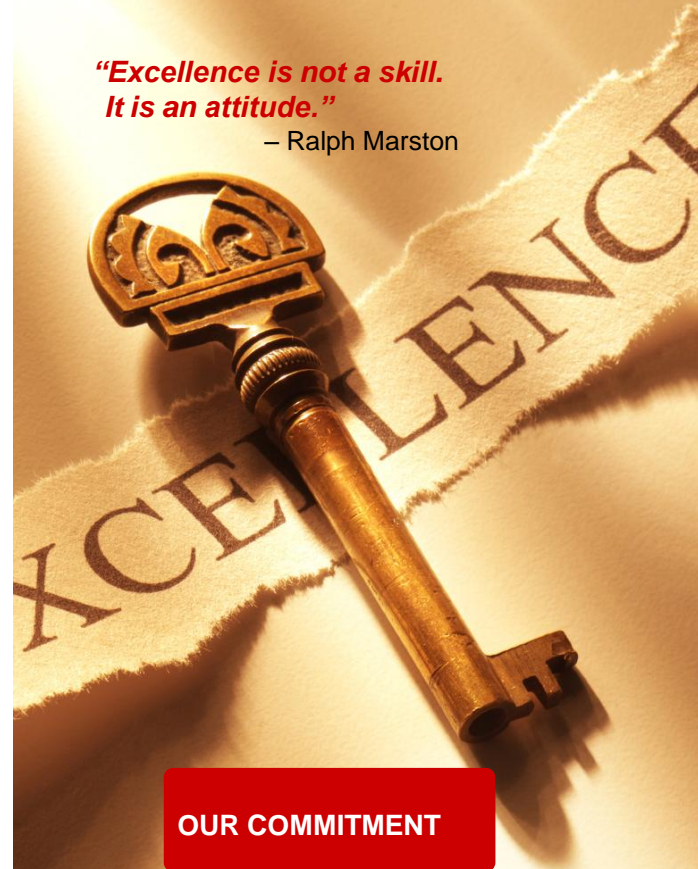
www.ricoh-usa.com

RICOH
imagine. change.

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*"Excellence is not a skill.
It is an attitude."*

– Ralph Marston



OUR COMMITMENT

Ricoh resolves to deliver solutions to support Rockhurst University's unique needs. It is our goal to consistently exceed your expectations of service, while continuing to provide an exceptional product.

Your job is always checked twice, which ensures the quality you can expect with every order. We also offer a "no refusal of job" policy. As mentioned earlier, we will go above and beyond to see that your request is met. We are committed to your satisfaction.

RICOH
Service Excellence

RICOH
imagine. change.

Ricoh
Service
Center

*"Excellence is never
an accident. It is always
the result of high intention,
sincere effort, and
intelligent execution."*

– Aristotle

USER GUIDE for
Rockhurst University

RICOH
Service Excellence

INTRODUCTION

RICOH® is the leading provider of innovative products and services that enable our customers to manage document workflow and increase efficiency. For more than 5 years, Ricoh and Rockhurst University have been partnering to build a successful relationship.

We are pleased to offer Rockhurst University a full suite of copying/printing, finishing, mailing, and office services. Our qualified staff is willing to answer questions you may have while assisting with your projects. Please feel free to contact us. We welcome the opportunity to help you with your document needs.

LOCATION

The Service Center is located in the lower level of Massman Hall, room 19. Reach us by phone at 816.501.4665, or e-mail us at ikon@rockhurst.edu.

SCHEDULED HOURS OF OPERATION

Monday through Friday 7:45am-6:15pm

In the event that the Service Center is required beyond our regular hours, arrangements can be made through the Site Manager (requests for overtime service should be made with as much advanced notice as possible):

Dave Hobbs, Site Manager, 816.504.4665 or david.hobbs@rockhurst.edu

SERVICES

The Service Center specializes in a range of quality services, including:

- Black-and-white Copying
- Color Copying
- Bindery
- Coil
- Sign/Brochure Printing
- Colored and Specialty Paper
- Document Scanning
- Collating/Inserting/Stapling
- Cutting/Drilling/Folding
- Tabs
- Lamination

Specific requests not offered in our center (such as printing, oversized originals and output, mounting, etc.) will be sent to an off-site facility. Please use us as a resource for any project you may have.

Our staff is quick to respond and always ready to help! When utilizing the copy services in the Service Center, a Copy Request Form must be provided. Please fill out the form completely so that all instructions are clear. We ask that you indicate an exact date and time that your order is due.

The Service Center can receive several different types of formats on a variety of media.

What?

- Microsoft Office (Mac & PC)
- PDF format (Mac & PC)
- PostScript files (Mac & PC)

How?

- ZIP Disk (Mac & PC)
- Jaz Disk (Mac only)
- Via e-mail (Mac & PC)

Where?

SERVICE CENTER LOCATION

1100 Rockhurst Rd., Massman Hall, 19
KC, MO 64110
816.501.4665
ikon@rockhurst.edu

You can submit documents online using Ricoh's TRAC Solution, at:
www.rockhurst.ricohtrac.com.

PICKUP AND DELIVERY

The Copy Center will perform two regularly scheduled pickups and deliveries each day at 10:30am and 1:30pm.

Urgent orders may be taken directly to the center. If you require immediate pickup, please contact us at 816.501.4665, and we will be glad to accommodate you.

Courier Run Schedule

Pickups and deliveries are currently made in the reception area of the following buildings:

Massman
Arrupe
St. Ignatious Science Center
Van Ackren
Greenlease Library
Conway Hall
Convocation Ceter
Public Relations and Marketing
Security
Prosperity Center