

Pricing:

Black & White Output/Copies	8.5"x11"	Single-sided	\$.01
		Double-sided	\$.014
		Cardstock	\$.023
		Colored Paper	\$.022
	8.5"x14"	Single-sided	\$.012
	8.5"x14"	Double-sided	\$.016
	11"x17"	Single-sided	\$.038
	11"x17"	Double-sided	\$.042
Color Output/Copies	8.5"x11"	Single-sided	\$.057
		Double-sided	\$.099
		Cardstock	\$.108
		Supplied Paper	\$.0425
	11"x17"	Single-sided	\$.109
	11"x17"	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	8.5"x11"	Spiral bind	\$ 1.75
		Binding includes covers and backs	
Finishing Services	Cut/Trim		no charge
Folding			no charge
Padding			\$ 1.00
Tabbing			no charge
Envelope printing			no charge
Paper Options: Variety of Pastels, Brights and Special paper available in 20#, 65#, 67#, 80#, 100#.			
Please see Ricoh Copy Cave for color selection.			

Staff

Site Manager:

David Hobbs

david.hobbs@rockhurst.edu

816-501-4665

ikon@rockhurst.edu

816-501-4665



Quality Commitment

We resolve to provide qualitative and quantitative solutions that best fit your requirements. We are committed to your total satisfaction, and will measure our service levels through the use of surveys as well as the solicitation of feedback by our Manager. Continual input from you will permit us to improve our operation and consistently exceed your expectations.



RICOH

Proudly Providing Print, Mail, & Multi-Function Device Services at

Rockhurst University
1100 Rockhurst Road
Kansas City, Missouri 64110
www.rockhurst.edu
Office Location:
South Side Basement
Massman Hall
7:45 a.m. - 6:15 p.m. - M-F

Copy Cave Printing & Mailing Services



Printing, Finishing,
Packing, Shipping, Supplies,
Posters, Presentations, Binding

RICOH

Introduction

The Ricoh Copy Cave offers a full suite of copying/printing, finishing, mailing, and office services at Rockhurst University. Our qualified staff is eager to answer any questions you may have and assist with your projects. Please feel free to contact us. We welcome the opportunity to help you with your needs.

Ricoh USA, is a leading provider of innovative document management systems and services, enabling customers to improve document workflow and increase efficiency. Ricoh integrates copiers, printers and multi-function device technologies, and document management software and systems, to deliver tailored, high-value solutions, implemented and supported by its team of services professionals.

We leverage the manufacturing and engineering expertise of Ricoh, a \$22 billion global technology innovator, with the experience and reach of its locally based sales and services teams, to provide end-to-end solutions and one of the industry's broadest portfolios of document management services, including on-site and off-site managed services, technical service and support, and customized workflow design and implementation.



Location & Hours of Operation

The Ricoh Copy Cave is located in the Lower Level of Massman Hall.

Our normal hours of operation are:

MONDAY – FRIDAY 7:00 a.m.-11:00 p.m.

In the event that services are required beyond our normal hours, arrangements and requests can be made through our Site Manager-Mike Olsen.

Requests for overtime service should be made with as much advance notice as possible.



Copying/Printing & Finishing Services

We provide a full range of high-quality copying/printing and finishing services including:

- Black & White Copying and Printing
- Color Copying and Printing
- Sign/Brochure Printing
- Oversize/Poster Printing (Done Off Site)
- Binding
- Collating
- Cutting
- Folding
- Labeling
- Laminating
- Stapling
- Tabbing
- Colored and Specialty Papers
- Document Scanning

Mailing Services

We provide packing, shipping, sorting and delivery services for mail and packages. This includes:

- Campus Mail
- Priority Requests
- U.S. Postal Service
- UPS

All outgoing mail/packages must be received by 4:30 p.m. for same-day processing. If services are required beyond this standard schedule, please let us know so we can accommodate your needs. We provide a full range of packing and postal supplies including:

- Boxes
- Envelopes
- Postage Stamps
- Mail Metering

Office Services

In addition to the services provided onsite at the Ricoh Copy Cave, we also manage the following office services throughout campus

- Multi-Function Device (MFD) Maintenance and Supplies (print, copy, fax, scan, staple)

Electronic Job Submission

Job Requests can be submitted electronically via the Rockhurst TRAC Site:rockhurst.ricohtrac.com

