

## SERVICES

**\*Requested turn around time for copy or printing jobs is at least 24 hours but will be processed as soon as possible. A gray duplicating copy form MUST be filled out and submitted with all jobs dropped off at the window. Jobs may be emailed to [centralservices@sjfc.edu](mailto:centralservices@sjfc.edu) or placed through [home.sjfc.edu/centralservices](http://home.sjfc.edu/centralservices). Stationery and supply forms are also available online and at the window.**

## COPYING/PRINTING

Central Services is able to provide black and color copying services from a hard copy as well as printing from a file on disk or via email. Machines are able to staple, duplex, 3 hole punch, enlarge or reduce, make transparencies, print tabs, fold/saddle stitch, and insert printed or blank divider sheets. Various sizes, colors, and types of paper are available. Copying of books must adhere to current copyright laws.

## PHOTO PRINTING

Photo printing is available on photo paper up to 13" x 19".

## LARGE FORMAT PRINTING

**NEW! Full color** large format printing is available on regular offset paper, photo paper, and Tvek® banner material. Prints may be up to 42" wide.

## SCANNING

Documents can be scanned to PDF and various other file formats, then emailed or saved on a disk provided by the customer. Remember to specify file format with your request. Turnaround time may be up to a week.

## FAXING

A fax machine is available for departmental and personal use. This machine is equipped with an international line and 24-hour service for incoming faxes. Outgoing faxes are sent during regular business hours. If you receive an incoming fax and you have an on-campus mailbox, it will be mailed to you via intra-campus mail. Otherwise, you will be notified by telephone.

## BINDING

Thermal Tape, Plastic Comb, and Wire Binding are offered. Cover stock, index, leatherette, and clear covers are also available.

## LAMINATING

Sheets that are 11" x 17" in size and smaller can be laminated.

## FOLDING

The folding machine can fold single sheets of paper up to 11" x 17" in size. Sheets can be tri folded or folded in half.

## CUTTING

The cutting machine can accommodate sheets up to 35" x 35" in size.

## DRILLING

Three hole punching is available for any number of sheets.

## PADDING

Central Services has the capability to make 2 and 3 part forms as well as notepads. Notepads can be any size or type of paper.

## MOUNTING

Sheets can be mounted on Foamcore up to 30" x 40" in size.

## VINYL SIGN MAKING

Vinyl Signs can be made using Corrugated Plastic, Foamcore, or Sintra in a variety of sizes and colors. Metal stands are also available for outdoor use. Orders can be placed online ([home.sjfc.edu/centralservices](http://home.sjfc.edu/centralservices)) or with an order form obtained at the Central Services window.

## PERSONALIZED SUPPLIES

### NAMEPLATES

Black/white engraved nameplates are available for your desk or office door. Standard size is 2" x 12".

### BUSINESS CARDS

Orders for business cards can be placed through Central Services. Standard amounts are 250, 500, and 1,000 cards. Business cards are usually delivered within 7-10 business days. Orders can be placed online ([home.sjfc.edu/centralservices](http://home.sjfc.edu/centralservices)) or with an order form obtained at the Central Services window.

### NAME BADGES

Orders for name badges can be placed through the department. Burgundy or black name badges are offered with either magnetic or pin backing. Orders can be placed online ([home.sjfc.edu/centralservices](http://home.sjfc.edu/centralservices)) or with an order form obtained at the Central Services window.

## Central Services Department

Kearney Hall - Room 007  
St. John Fisher College  
3690 East Avenue  
Rochester, NY 14618

**Phone: (585) 385-8130**

**Fax: (585) 385-8129**

**E-mail: [centralservices@sjfc.edu](mailto:centralservices@sjfc.edu)**

**On the Web:  
[home.sjfc.edu/centralservices](http://home.sjfc.edu/centralservices)**

### Staff

**Kevin Johnson**

**Director**

(585) 385-8127

[kjohnson@sjfc.edu](mailto:kjohnson@sjfc.edu)

**Lauren Whaley**

**Document Specialist**

(585) 385-8126

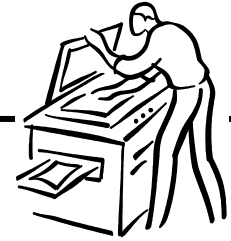
[lwhaley@sjfc.edu](mailto:lwhaley@sjfc.edu)

A number of student workers are also employed

and available for assistance during the

Fall and Spring Semesters.

# Central Services



Located in Kearney 007

Hours of Operation:  
Monday through Friday  
7:30 am - 4:30 pm

Summer Hours:  
(May - August)  
Monday through Thursday  
7:15 am - 4:30 pm  
Friday  
7:00 am - 12:00 pm



## PRICING: Supplies & Services

Copying/Printing	Per Side
8.5 x 11 White, Pastel Colored Paper	\$0.03
8.5 x 11 Brite Hue Text/Cover (deep colors)	\$0.05
8.5 x 11 Royal Fiber Text/Cover	\$0.05
8.5 x 11 Coverstock/Index	\$0.05
8.5 x 11 Mohawk Vellum Text/Cover	\$0.05
<b>8.5 x 11 Color Copies/Prints</b>	\$0.20
<b>8.5 x 14 Color Copies/Prints</b>	\$0.40
<b>11 x 17 Color Copies/Prints</b>	\$0.40
<b>12 x 18 Color Copies/Prints</b>	\$0.60
8.5 x 11 Photo Paper	\$0.98
13 x 19 Photo Paper	\$5.00
8.5 x 11 Resume Paper	\$0.10
Black Transparencies	\$0.30
Color Transparencies	\$1.00
2 part carbonless (per set)	\$0.14
3 part carbonless (per set)	\$0.16
8.5 x 11 SJFC Letterhead	\$0.06
8.5 x 14 white, light colored paper	\$0.03
11 x 17 White paper	\$0.05
11 x 17 60/70 lb. Colored paper	\$0.07
11 x 17 Royal Fiber Text/Cover	\$0.07
11 x 17 Coverstock/Index	\$0.10
Copies on Tabs (per tab)	\$0.10
Copies on Mylar tabs	\$0.17
Copies on Label Paper	\$0.30
Copies on Flat Tower Notecard (2-up)	\$0.13
Large Format on offset - \$3.00 per sq ft	
Large Format on Photo Paper - \$4.00 per sq ft	
Large Format on Tyvek - \$4.00 per sq ft	

Paper	Sheet	Box
8.5 x 11 20 lb. white	\$0.01	\$3.00
8.5 x 11 20 lb. pastel colors	\$0.01	\$3.50
8.5 x 14 20 lb. white	\$0.01	\$4.50
8.5 x 14 20 lb. pastel colors	\$0.01	\$5.95
11 x 17 20 lb. white	\$0.02	\$6.50
8.5 x 11 Resume (28lb.Strathmore)	\$0.05	\$24.00
8.5 x 11 Laser	\$0.02	\$7.50
8.5 x 11 Mohawk Vellum	\$0.03	\$12.00
8.5 x 11 Brite Hue Text	\$0.03	\$8.00
8.5 x 11 Brite Hue Cover	\$0.03	\$16.00
8.5 x 11 Index	\$0.02	\$6.00

Finishing	
Thermal Tape Binding	\$0.40
Plastic Comb Binding	\$0.60
Wire Binding	\$0.80
Laminating (8.5 x 11)	\$0.60
Laminating (8.5 x 14)	\$0.75
Laminating (11 x 17)	\$1.20
Cutting	per job
Folding	per job
Drilling	per job
Padding	per job
Mounting	per job

Envelopes	Each	Per Box
# 10 White (plain)	\$0.02	\$8.00
#9 White (plain)	\$0.02	\$8.50
#10 Mohawk (plain)	\$0.05	\$27.00
#10 Resume (plain)	\$0.06	\$30.00
9 x 12 Manila	\$0.06	\$30.00
10 x 13 Manila	\$0.06	\$30.00
11.5 x 14.5 Manila	\$0.10	\$50.00
10 x 13 Intra-Office	\$0.17	n/a
Letter Size Intra-Office	\$0.12	n/a
# 4 Bar Mohawk Reply Size	\$0.12	\$30.00
Invitation, Any Size	\$0.08	varies
9 x 12 SJFC Business Reply	\$0.18	\$45.00
#9 SJFC Business Reply	\$0.04	\$19.00
#10 SJFC Mohawk	\$0.05	\$24.00
#10 SJFC Mohawk Window	\$0.07	\$35.00
#10 SJFC Black & White Window	\$0.03	\$15.00
5 x 7 Printed SJFC Mohawk	\$0.13	\$32.50
6 x 9 SJFC Booklet	\$0.07	\$35.00
9 x 12 SJFC Booklet	\$0.09	\$45.00
10 x 13 SJFC Booklet	\$0.11	\$55.00
Padded Mailers (any size)	\$0.60	varies

<b>Business Cards</b>	per job
<b>Name Badges</b>	per job
<b>Engraved Nameplates (per line)</b>	\$4.00
<b>Plastic Nameplate Holder</b>	\$4.00
<b>Vinyl Signs</b>	per job
<b>Metal Stands</b>	\$3.00
<b>Scanning</b>	per job
<b>Faxing (SJFC business)</b>	N/C
<b>Faxing (personal, per sheet)</b>	\$0.50

Other SJFC Supplies	
SJFC Sticker Namebadges (per badge)	\$0.04
SJFC Mailing Label (per label)	\$0.10
Fisher Pocket Folder	\$0.35
Flat Tower Notecard & Envelope	\$0.25

Miscellaneous	
Power Strip	\$26.50
3/4" Wafer Seals (Per Sheet of 120 seals)	\$0.55
Clear Coverstock (per sheet)	\$0.20
Leatherette Cover (per sheet)	\$0.30
Scantron Grading Sheets (200 question)	\$0.15
Scantron Grading Sheets (100 question)	\$0.10
Scantron Item Analysis	\$0.10



**We stock a large selection of inkjet and laser print cartridges and recycle the empties!**

### Copyright Laws

- Only one chapter, one photo, one illustration, one graph, etc. can be photo copied from any one book.
  - Multiple copies may be made of this item for classroom use; however, they may not exceed the number of students in the class and you must stay within the guidelines of part (a).
  - EACH COPY MUST INCLUDE A COPYRIGHT NOTICE!**
  - In no way can anyone make a profit on the copies; however, you may be reimbursed by the recipients.
- Under no circumstances may an entire book be done without the written permission of the copyright holder.
  - We cannot copy an entire book, chapter by chapter, as this thwarts the intent of the law.
- We cannot make any copies from books on Inter Library Loan (as requested by Lavery Library) because the photocopying process subjects the books to too much abuse.

## Mission Statement Central Services Department St. John Fisher College

### THE CORE PURPOSE OF THE CENTRAL SERVICES DEPARTMENT

is to, by means of creation and circulation of graphic communications, provide vital information to the College Community.

The Central Services Department combines the efforts of the Duplicating and Postal Centers to furnish on-site printing and mail services to the College Community and related external customers.

We strive to facilitate a flow of information and graphic communications in a timely, convenient, and cost-effective manner.

This is accomplished by using sound business practices to provide various postal and delivery services, printing, duplicating, signage, and stationery items.

Our intent is to offer services to our customers to assist them in supporting the overall mission of the College, "preparing individuals for lives of intellectual, professional, and civic integrity."