

Sign & Design Studio Hours & Billing

FALL & SPRING SEMESTER

Monday-Friday 9 am - 5 pm
 Saturday..... 11 am - 3 pm
 Sunday.....CLOSED

Holiday and summer hours as posted.

CASH, CHECK or CHARGE

Charge orders may be placed by an authorized representative to a recognized University Account. **This number needs to be available before an order is started.**

Sign & Design Studio Poster Display Cases

The **Sign & Design Studio** has different poster display cases for rent throughout the Memorial Union. Rental of the poster display cases include: one week's rent (with the option of another week), design of the display, and hanging of the display.

The cases are only available to UND departments and recognized student organizations. No commercial logos or names are allowed.

COST:

1st Week: \$25 to \$50

2nd Consecutive Week: \$15 to \$25

(using same banner or poster display each week)

See the Sign & Design Studio for more information on poster display cases.



Projects

Graphic Design
& Layout

Banners

Button Layout

Canvas Printing

Certificates

Lamination

Large-Format Printing

Large-Format Photo
Printing

Mounting

Name Tents

Posters

Scanning

Software

Acrobat Reader

Excel

Microsoft Word

Illustrator

InDesign

Photoshop

PowerPoint

Publisher

Ticket Bench Plus

Toshiba Re-Rite

Sign & Design Studio



Main Level UND Memorial Union

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 Stop # 8385
 Grand Forks, ND 58202

Phone: 777-3810
 Fax: 777-2415

signanddesign@und.nodak.edu



Welcome to the Sign & Design Studio!

The **Sign & Design Studio** is UND's one stop shop for printing banners, posters, certificates, and much more. We also do laminating and mounting.

Our staff of Graphic Designers are trained to assist you with your designing and printing needs. Orders can be sent via email or dropped off in person on CD/flash, or other software tool.

We ask that you allow 2 workdays for orders that are ready to print. If your order needs design or layout please allow 3-4 days for layout, proofing, and printing.

In a big hurry...? Please feel free to ask. We try to accommodate these requests whenever possible, but also need to allow time for the unexpected troubles of computers and printers. Thank you for your patience and cooperation.

The **Sign & Design Studio** will not be held responsible for mistakes in spelling, punctuation, sentence structure, & PDF errors as submitted or proofed by the customer.

Sign & Design Studio Instant Posters

One of the Sign & Design Studio's most popular products is the "instant poster".

You design an 8.5"x11" poster using any of the software programs listed on the back of this brochure and get it to us.

We will then scale your poster up by 258%, print it at 22"x28", laminate it, and mount it on poster board.



Sign & Design Studio Pricing

DESIGN & LAYOUT

On-Campus \$15.00 per hour
Off-Campus \$25.00 per hour

The **Sign & Design Studio** is staffed with professional student Graphic Designers to help you with all aspects of your project from start to finish.

CANVAS PRINTING

12"x18" \$35.00
22"x28" \$55.00
28"x42" \$75.00

Price includes stretcher supplies and labor for assembly.

LAMINATION*

24" wide \$0.20/inch
40" wide \$0.35/inch



*Lamination is considered a permanent process. The quality of our lamination is usually superb, but should a project, poster, etc. be damaged or ruined during the lamination process due to human or machine error, replacement is limited to lamination only.

If an item is valuable, priceless, or irreplaceable, the risk should be considered carefully. The **Sign & Design Studio** is not responsible for replacing the project, poster, etc.

LARGE-FORMAT PRINTING

24" wide \$0.35/inch
36" wide \$0.50/inch
42" wide \$0.60/inch

LARGE-FORMAT PHOTO PRINTING

36" wide \$0.75/inch

Sign & Design Studio Pricing

MOUNTING

Poster Board
22x28" \$3.50

Foam Core
20x30" \$5.00
32x40" \$10.00
40x60" \$15.00

Price includes mounting labor and supplies.

SCANNING

8.5x11" \$0.10/pg

BLACK & WHITE PRINTS*

8.5x11" \$0.10 each
50+ prints \$0.08 each
8.5x14" \$0.10 each
50+ prints \$0.08 each
11x17" \$0.20 each
50+ prints \$0.18 each

COLOR PRINTS*

8.5x11" \$0.50 each
50+ prints \$0.40 each
8.5x14" \$0.50 each
50+ prints \$0.40 each
11x17" \$1.00 each
50+ prints \$0.85 each

*Index & Glossy paper is available in sizes 8.5x11 & 11x17 for an additional \$0.10 each.

*Two sided prints are an additional \$0.20 each.

