



**Pro Copy**  
**digital**

Digital Services Guide  
& Price List  
January 2011

Welcome to



Dear Customer,

Pro Copy has come a long way since the shop opened for the first time in July 2001. 2011 marks our ten year anniversary and we'd like to thank our customers for their support over the decade.

Our continued growth has allowed us to invest in some of the most up to date digital technology available and provide a wider range of services at the highest quality.

Services available for 2011 include: Digital Colour Printing onto a wider range of coated stocks; Large Format B/W & Colour Scanning; Matt and Gloss Surface Laminating for business cards & menus etc; a wider range of finishing options for your brochures and flyers, plus our original core services of Plan Printing, Document Printing and Colour Printing.

At Pro Copy we aim to give a fast and friendly service while you wait and to the tightest deadlines.

In this document you will find details of the main services offered at Pro Copy. If what you require is not listed here please do not hesitate to contact us by phone, fax or e-mail and we will endeavour to help solve your problem.

Best Regards

A handwritten signature in black ink, appearing to read 'Jon Macmorland'.

Jon Macmorland  
Director

**Pro Copy**  
Professional Digital Printing..

**Fully Portable Roll Banner**

2m x 85cm £135+VAT  
Includes graphic of your design  
& carry case

For further information contact us on  
**01243 782299**  
[chichester@procopyprinting.co.uk](mailto:chichester@procopyprinting.co.uk)

or visit the shop at  
46 Caledonian Road Chichester West Sussex PO19 7FB

Roller banner stand may differ from image advertised

## Digital Plan Printing

Producing 8 A1 sheets per minute the Kip 5000 Digital Plan Printer with online folder and collating capability also scans and prints drawings to and from a variety of formats.



Copy Size	A4	A3	A2	A1	A0
Original Size					
A4	N/A	N/A	£2.50	£3.18	£3.55
A3	N/A	N/A	£2.50	£3.18	£3.55
A2	£2.00	£2.00	<b>£1.28</b>	£3.18	£3.55
A1	£2.00	£2.00	£2.50	<b>£1.80</b>	£3.55
A0	£2.00	£2.00	£2.50	£3.18	<b>£3.25</b>

For Tracing Paper Copies Price x2

For Drafting Film Copies Price x4

Copies onto 135gsm Stock (Max A1) add £1.45

## CAD Plotting / Scanning

We print your AutoCAD files from disk or send them to us on e-mail. Black & White or Colour Line we can accept either .dwg, .dxf, .dwt or plot (.plt) files. We can also scan your mono plans to file to enable archiving and save you space.

Plotting	A2	A1	A0
B/W Line	£1.85	£3.95	£6.00
Colour Line	£7.30	£11.80	£18.45
Scanning (to .tiff or .pdf)	£0.90	£1.75	£3.00

# Document Copying/Printing

Our fully networked digital copiers allow perfect reproduction at 120 copies per minute from original or from file. With on-line booklet making and high-speed scanning all your document needs can be catered for.



## Document Copying

	A4	A3
No of Copies		
1-10	.13	.25
11-25	.11	.21
26-50	.09	.17
51-100	.07	.13
101-500	.05	.07
501 +	.025	.05

## Special Materials (add per copy)

	A4	A3
80gsm Tint	.04	.08
160gsm Card	.06	.12
250gsm Card	.13	.22
OHP	1.12	N/A
Labels	.65	N/A

Although we hold most materials in stock some items may have to be specially ordered. Other materials are available. Please ask for details.

## Document Scanning 600dpi B/W

	A4	A3
No. of Originals		
1-25	.31	.62
26-50	.21	.42
51-100	.16	.32
101+	.11	.22

Documents can be saved in separate files if required, in .tiff; .jpg or .bmp format, or as one file in .pdf format to allow viewing and distribution electronically with Acrobat Reader.

## CD Writing 48x

Data CD from Scanning £2.55

E-Mail of Files £1.55

Please note that although we offer a CD Writing service under no circumstances will we breach copyright laws or copy original programmes.

## Fax Service (Local & National)

First Page £0.80

Subsequent Pages £0.38 each

International £1.35

# Colour Copying/Printing

Our Xerox 700 Digital Colour Press & Canon CLC5151 provide high speed colour copying up to SRA3 size on 350gsm coated and uncoated stocks as well as on- line booklet making, tri-fold leaflets, 600dpi scanning and digital prints from disk.



## Colour Copying

	A4	A3
No. of Copies		
Single	1.38	2.76
2-10	1.15	2.30
11-20	0.95	1.90

For print runs over 20 please see the Colour digital printing list below.

## Colour Scanning up to 600dpi

	A4	A3
No. of Originals		
1-25	1.05	2.10
26-50	.87	1.74
51-100	.62	1.22
101+	.46	.92

## Colour Digital Printing 100gsm

No of Copies	A4	A4 D/S
21-50	0.45	0.65
51-100	0.37	0.49
101-150	0.30	0.40
151-200	0.26	0.38
201-250	0.23	0.34
251-500	0.18	0.28

## Special Materials (add per copy)

	A4	A3
80gsm Tint	.04	.08
160gsm Card	.06	.12
250gsm Card	.13	.22
OHP	1.12	N/A
Labels	.65	N/A

Although we hold most materials in stock some items may have to be specially ordered. Other materials are available. Please ask for details.

Documents can be saved in separate files if required, in .tiff; .jpg or .bmp format, or as one file in .pdf format to allow viewing and distribution electronically with Acrobat Reader.

No of Copies	A3	A3 D/S
21-50	0.74	0.98
51-100	0.52	0.75
101-150	0.45	0.68
151-200	0.41	0.64
201-250	0.38	0.60
251-500	0.32	0.53

## Large Format Colour Services



Our twelve colour Canon ipf8100 with pigment inks can produce full colour prints up to A0 size and beyond on a range of media including Photo-Gloss & Canvas. Combined with our full colour scanner it is also a very effective large format colour copier allowing reductions and enlargements as well as same size reproductions.

### Full Colour Inkjet Output

	170gsm	Photo-Gloss	Canvas
A4	-----	£5.00	£10.00
A3	-----	£10.00	£14.00
A2	£16.80	£20.00	£28.00
A1	£20.00	£30.00	£42.00
A0	£32.00	£40.00	£60.00

Larger Sizes and Other Media POA

### Large Format Colour Scanning

From 200dpi

A2	£5.20
A1	£10.40
A0	£15.40

Note: Colour scan files are very large. Please remember to add the cost of CD Writing.

### Mounting & Surface Laminating

	Mount	Matt Laminate
A2	£4.60	£4.60
A1	£7.20	£7.20

Price does not include cost of foamboard / mountboard

### Large Format Colour Copying

	Single Copy	2+ Copies
A2	£7.30	£6.15
A1	£11.80	£10.25
A0	£18.45	£14.35

### Colour Reductions & Enlargements

A2-A4	£3.35
A2-A3	£4.70
A1-A4	£4.35
A1-A3	£5.70
A0-A4	£5.35
A0-A3	£6.70

For Enlargements use final print size price from colour copy table above.

# Document Finishing Services

Our range of binding and finishing services ensure that your documents, plans, pictures or brochures provide the impact that you require from them.

## Encapsulation (film both sides)

	1-5	6+
A4	£1.48	£1.32
A3	£2.90	£2.63
A2	£5.75	£5.10
A1	£13.80	£10.95
A0	£25.70	£20.70

## Document Finishing

4-Hole Punch	50p per document
2-Hole Punch	25p per document
Glueing of Pads	25p per pad
Creasing	add 10% / 20p per doc
Stapling	add 15%
Guillotining	add 15% / 25p per cut
Booklet Making	add 20% / 20p per book
Folding Tri-Fold	add 20% / 15p per doc
Folding Half	add 20% / 10p per doc
Gloss Surface Laminate (SRA3)	60p per side
Matt Surface Laminate (SRA3)	65p per side

## Artwork

Origination or alterations to existing artwork

£10 per Hour

## Binding A4 / A3 Short Edge

Comb 6mm-16mm	£1.68
Comb 20mm-28mm	£2.18
Comb 32mm+	£2.99
Wire Binding A4	£2.55
Calendar Binding	£2.55
Continuous Binding A4	£2.55
Thermal Binding A4	£2.55
Hard Back Binding	£3.95
Gold/Silver Lettering	£1.05 per line

## Perfect Binding (A4 Portrait Max) £1.50

Does not include printing of wrap-around cover

## Binding Covers

A4 Acetate £0.42 A3 Acetate £0.84

A4 Astralux £0.42 A3 Astralux £0.84

A4 Card £0.06



## A5 Flyers / Leaflets Full Colour

### 140gsm

	S/Sided	D/Sided
50	£22.00	£29.00
100	£28.00	£37.00
250	£40.00	£55.00
500	£48.00	£62.00
1000	£55.00	£79.00

### 170gsm

	S/Sided	D/Sided
50	£23.00	£30.00
100	£29.00	£38.00
250	£42.00	£51.50
500	£51.00	£65.00
1000	£59.00	£84.00

### 210gsm

	S/Sided	D/Sided
50	£25.00	£32.00
100	£31.00	£40.00
250	£45.00	£54.50
500	£54.00	£68.00
1000	£63.00	£88.00

## A6 Flyers / Leaflets Full Colour

### 140gsm

	S/Sided	D/Sided
50	£7.20	£8.60
100	£9.30	£11.40
250	£16.75	£20.85
500	£22.00	£29.50
1000	£32.00	£45.50

## Full Colour Posters

### 140gsm

	A4	A3
10	£9.60	£13.20
50	£21.60	£27.00
100	£27.00	£33.60
200	£33.60	£52.80
500	£62.40	£112.80
1000	£112.80	£198.00

### 170gsm

	A4	A3
10	£12.00	£15.60
50	£24.00	£28.80
100	£28.80	£35.40
200	£35.40	£55.20
500	£66.00	£120.00
1000	£120.00	£220.80

### 210gsm

	A4	A3
10	£15.60	£19.20
50	£27.60	£31.20
100	£31.20	£42.00
200	£42.00	£64.80
500	£76.80	£126.00
1000	£126.00	£225.60

### 170gsm

	S/Sided	D/Sided
50	£8.30	£9.60
100	£11.50	£13.50
250	£17.00	£21.50
500	£24.50	£31.50
1000	£36.00	£48.50

## Greetings Cards

### 350gsm Silk + Creased

#### A5 Finish

	Col S/S	Col D/S	Col/B/W
20	£30.00	£34.80	£32.40
50	£34.80	£48.00	£42.00
100	£50.40	£60.00	£56.40
250	£64.80	£82.80	£72.00
500	£100.80	£136.80	£116.40
1K	£195.60	£254.40	£222.00

#### A6 Finish

	Col S/S	Col D/S	Col/B/W
20	£14.40	£19.20	£15.60
50	£18.00	£22.80	£19.20
100	£34.80	£48.00	£42.00
250	£48.00	£63.60	£52.80
500	£64.80	£82.80	£72.00
1K	£104.40	£134.40	£118.20

## A5 4pp Full Colour Leaflet

### 140gsm Gloss/Silk

25	£30.00
50	£38.00
100	£46.50
250	£65.00
500	£84.00

### 170gsm Gloss/Silk

25	£32.00
50	£40.00
100	£49.50
250	£70.00
500	£89.00

### 210gsm Gloss/Silk

25	£36.00
50	£44.00
100	£54.00
250	£75.00
500	£95.00

## Tri-Fold Leaflets (6pp DL)

### A4 Colour D/Sided 140gsm Gloss/Silk

25	£34.00
50	£42.00
100	£49.50
250	£69.00
500	£89.00

## A6 Postcards / Invites

### 350gsm Silk

	B/W S/Sided	B/W D/Sided
20	£6.60	£7.00
50	£8.40	£9.00
100	£10.50	£13.80
250	£22.50	£24.50
500	£36.00	£40.00
1000	£56.40	£62.40

## Business Cards

### Black & White

#### 350gsm Silk 85mm x 55mm

	S/Sided	D/Sided
20	£4.80	£7.20
50	£9.60	£12.00
100	£15.60	£18.00
200	£20.40	£24.00
250	£22.80	£26.40
500	£30.00	£33.60
1000	£42.00	£46.80

## A6 Postcards / Invites

### 350gsm Silk

	Colour S/S	Colour D/S	Col/ B/W
20	£9.60	£16.80	£12.00
50	£14.40	£25.20	£18.00
100	£21.60	£36.00	£28.80
250	£30.00	£45.60	£34.80
500	£42.00	£57.60	£50.40
1000	£66.00	£84.00	£74.40

## Business Cards

### Full Colour

#### 350gsm Silk 85mm x 55mm

	S/Sided	D/Sided	Colour/ B/W
20	£12.00	£16.00	£13.00
50	£22.00	£27.00	£24.00
100	£30.00	£36.00	£34.00
200	£36.00	£42.00	£40.00
250	£42.00	£48.00	£46.00
500	£54.00	£59.00	£57.00
1000	£63.00	£68.00	£65.00

## NCR Pads

50 Sets Per Pad + Glue

2-Part B/W	A4	A5
1	£20.40	£14.40
5	£69.60	£37.80
10	£124.80	£66.00
20	£230.40	£122.40

## Compliment Slips

100gsm DL Size

### Full Colour

20	£12.00
50	£17.00
100	£22.00
250	£32.00
500	£39.00
1000	£58.00

### Black/White

3-Part B/W	A4	A5		
1	£22.80	£15.60	20	£1.00
5	£76.80	£42.00	50	£1.90
10	£140.40	£74.40	100	£3.00
20	£258.00	£136.80	250	£5.80
			500	£8.40
			1000	£10.00

## Letterheads

Laser Guaranteed Litho Printed on 100gsm Bond

Quantity	1 Colour	2 Colour	3 Colour	4 Colour
250	£59.00	£100.00	£148.00	£190.00
500	£68.00	£114.00	£162.00	£208.00
1000	£82.00	£138.00	£196.00	£255.00
2000	£110.00	£175.00	£240.00	£306.00
Run On /1000	£30.00	£46.00	£50.00	£64.00

## Submitting your files to us

Please send us your files via the e-mail address below (10MB limit) or via the file upload section of our website (80MB limit). We can also print from your digital camera memory card, USB Memory Stick, CD or DVD. If possible please send pdf files with a 3mm bleed. If you need advice on setting up your files for print please contact us and we'll be happy to point you in the right direction. We will always provide a digital proof and a hard copy proof when requested.

## Compatible Software and File Types

Adobe Acrobat      Adobe Photoshop  
Adobe Illustrator      QuarkXpress  
AutoCAD              Adobe InDesign



We Are Here



## Microsoft Office Software:

Word Excel Powerpoint Publisher Project  
Graphic Files: .jpg .tiff .bmp .eps .pdf  
CAD Files: .dwg .dxf .plt .dwf

**Quark Xpress** (Please provide all fonts and images)  
**Adobe Illustrator** (Please convert fonts to outlines and save as an EPS.)

**Adobe InDesign** (Please save as a press ready PDF)

**Microsoft Office** (Please provide any fonts used)

**Image Files** (Please save as a CMYK .tif or .jpg of min 300dpi)

**PDF** (Please embed all fonts used)

When using 1,2 or 3 colours please use Pantone Spot colours or tints of them, except for black.



Other Services Available on Request  
All Prices Include VAT at 20% Where Applicable

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