

THE PRINT SHOP

Making experiences, exceptional

HOSPITALITY
& ANCILLARY
SERVICES



Product Guide

Copy & Print Services
Brochures, Flyers & Postcards
Finishing Services
Poster Printing
Banners & Signage
Floor & Wall Decals
Scanning Services

uoft.service-now.com/utm

Davis Building, Room 1132, down the hall from the Bookstore
(905) 828-5248
copy.utm@utoronto.ca

Printing Order Guidelines

- **Placing an order**

Orders are accepted via the UTM Service Now portal (uoft.service-now.com/utm). You will need to log in using your UTORID (if you do not have one, please call us @ 905.828.5248). Select your type of print request, fill in the details, attach your files and submit. You will receive notification when your job is complete.

- **Types of files accepted**

The Service Now portal will only accept .PDF and .JPG files. Please ensure your files are converted or they will not upload. If you need assistance converting your files, please email us at copy.utm@utoronto.ca

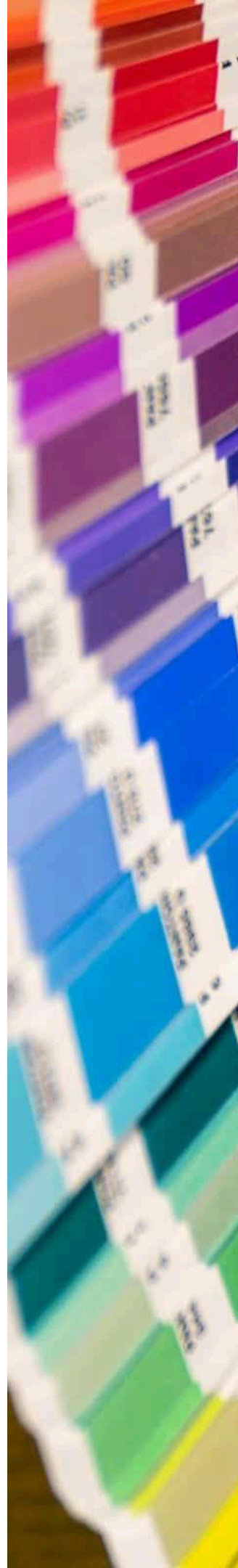
- **Payment**

If you are staff/faculty and your job is to be billed to your department, please provide your F.I.S. numbers in Service Now. All other requests can be paid via debit, Visa or Mastercard. At this time we no longer accept cash.

- **Preparing your file for print**

- File resolution/images must be no less than 300dpi (we do accept smaller but be aware that quality will be affected).
- All PDF files must be prepared in CMYK and all JPG files must be prepared in RGB. Please note we are not responsible for colour variations caused during conversion.
- Ensure there is a minimum of 1/8" (0.3175cm) margin from the edge of the page or else text will be cut off.
- Any file with colour/image to the edge of the page will need to have a minimum of 1/8" (0.3175cm) bleed in order to avoid white borders.
- Please ensure that your file size is the correct size for print (i.e. a file to be printed on letter-size paper must be sized as such). We are not responsible for any printing errors resulting from incorrect file size. Files not supplied in print-ready format, as specified, are subject to artwork charges.
- All images are required to be embedded (not linked), all fonts are to be converted to outlines and all layers are required to be flattened.

If you require assistance in preparing your file for print, please contact us at copy.utm@utoronto.ca. We will do our best to walk you through any issue you may be encountering.





Printing

We print, fold, glue, bind and create for you all that offset and digital printing offers, whether it is a simple business card, flyer or catalogue, and perhaps you need to have non-standard documents in your department to make records of trade in goods, finance or other things? You are in the right place.

COLOUR PRINTS

Standard sizes: Letter, Legal, Tabloid, 12x18
Custom sizes available by request

Colour printing not only makes a big impression on the audiences receiving your printed materials; it also makes a large impact on your company, organization or nonprofit. It increases reader attention span and makes your messages more memorable. Additionally, colour printing enhances brand recognition and improves readership of direct mail.

8.5x11 (Letter)	1 Side	2 Side
20lb White Copy Paper	\$0.26	\$0.52
70lb White Paper	\$0.32	\$0.64
100lb Gloss Paper	\$0.32	\$0.64
65lb Cardstock	\$0.36	\$0.72
100lb Cardstock	\$0.50	\$1.00
12pt Coated Cardstock	\$0.50	\$1.00

8.5x14 (Legal)	1 Side	2 Side
20lb White Copy Paper	\$0.29	\$0.52
70lb White Paper	\$0.32	\$0.64
100lb Gloss Paper	\$0.32	\$0.64
100lb Cardstock	\$0.52	\$1.04
12pt Coated Cardstock	\$0.52	\$1.04

11x17 (Tabloid)	1 Side	2 Side
20lb White Copy Paper	\$0.40	\$0.80
70lb White Paper	\$0.45	\$0.90
100lb Gloss Paper	\$0.48	\$0.96
100lb Cardstock	\$0.55	\$1.10
12pt Coated Cardstock	\$0.55	\$1.10

12x18	1 Side	2 Side
70lb White Paper	\$0.52	\$1.04
100lb Gloss Paper	\$0.55	\$1.10
100lb Cardstock	\$0.85	\$1.70
12pt Coated Cardstock	\$0.85	\$1.70
100lb Linen Cardstock	\$1.50	\$3.00



ENVELOPES

Standard sizes: A7, #10, 9X12

Full Colour Printing

Want to help your business stand out? Our full colour custom envelope printing options will help it stand out amongst the crowd. Use your company logo, your slogan or a photo to help make your business envelope pop.

#10 Regular Envelopes

250	\$45.00
500	\$90.00
1000	\$160.00
2000	\$280.00

#10 Window Envelopes

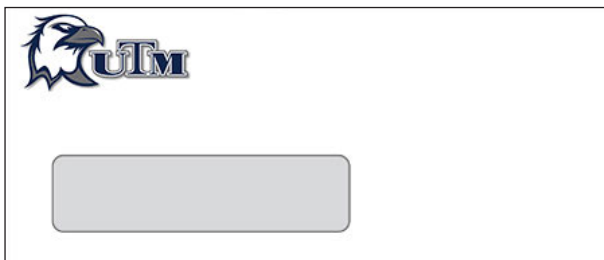
250	\$52.50
500	\$105.00
1000	\$190.00
2000	\$350.00

A7 Invitation Envelopes

250	\$65.00
500	\$130.00
1000	\$250.00
2000	\$410.00

9x12 Envelopes

250	\$90.00
500	\$180.00
1000	\$290.00
2000	\$570.00



Custom sizes available by request

DIE CUT PAPER LABELS

Sheet Size: 8.5" x 11"

Available in Avery template sizes

Printed Full Colour

From \$0.37 per sheet



BUSINESS CARDS

Standard finishes: Matte or Semi-Gloss
Custom finishes available by request

Like a firm handshake, a well-designed and expertly printed card will make a great first impression. Make it count with beautifully designed, stackable, and wallet-friendly business cards.

2" x 3.5" Standard	1 Side	2 Side
50 cards	\$12.00	\$16.50
100 cards	\$17.00	\$24.00
250 cards	\$38.00	\$55.00
500 cards	\$75.00	\$110.00
1000 cards	\$140.00	\$205.00



****University of Toronto branded business cards must be ordered by your department administrator.**

LETTERHEAD

Standard finish: Matte
Printed Full Colour

Letterheads are definitely an important branding tool for any business that can't be overlooked. As a basis for your business' official documents and communications, it has an impact on how business partners, clients and prospects view your brand. A well-designed and attractive letterhead speaks volumes about your company's expertise and professionalism.

8.5x11	
250	\$65.00
500	\$130.00
1000	\$250.00
2000	\$495.00

Custom finishes
available by request



NOTEPADS

Standard sizes: Letter, Half-Page, Quarter Page
Printed Full Colour - Custom sizes available by request

Custom note pads are a powerful branding tool when they have your logo on them. They're perfect for customer giveaways, business notes and reminder lists.

8.5 x 11 (Letter)	25 sheets	50 sheets
25 Pads	\$65.00	\$105.00
50 Pads	\$110.00	\$195.00
100 Pads	\$155.00	\$355.00
250 Pads	\$365.00	\$689.00
500 Pads	\$665.00	\$1,250.00

5.5 x 8.5 (Half)	25 sheets	50 sheets
25 Pads	\$40.00	\$65.00
50 Pads	\$65.00	\$110.00
100 Pads	\$89.00	\$150.00
250 Pads	\$195.00	\$365.00
500 Pads	\$350.00	\$665.00

4.25 x 5.5 (Quarter)	25 sheets	50 sheets
25 Pads	\$30.00	\$40.00
50 Pads	\$45.00	\$65.00
100 Pads	\$55.00	\$88.00
250 Pads	\$115.00	\$195.00
500 Pads	\$195.00	\$350.00



POSTCARDS

Standard sizes: 4 X 6, 5 X 7
Printed Full Colour - Custom sizes available by request

Postcards are a powerful and cost-effective marketing tool. They are versatile and can be used for a multitude of purposes. We offer postcards in many sizes, finishes and stocks to really stand out among the crowd.

4 x 6	1 Side	2 Side
250 cards	\$69.00	\$79.00
500 cards	\$125.00	\$135.00
1000 cards	\$195.00	\$270.00
2500 cards	\$389.00	\$495.00
5000 cards	\$549.00	\$739.00

5 x 7	1 Side	2 Side
250 cards	\$79.00	\$85.00
500 cards	\$150.00	\$165.00
1000 cards	\$249.00	\$259.00
2500 cards	\$585.00	\$655.00
5000 cards	\$899.00	\$1,075.00





Large Format

What would advertising be without a banner, roll-up or poster? Let yourself be seen through outdoor advertising in various sizes and forms. In size we are only limited by our imagination, and you?

ROLL UP BANNERS

Standard Sizes (width): 24", 31.5", 33.5", 36"
Custom sizes available by request

Roll up banners are an essential, functional and practical promotional and advertising tool. Its main advantage is its lightweight aluminium construction. The internal cartridge with graphics allows you to quickly assemble and disassemble it anywhere. Everything is housed in the cover, which facilitates convenient transportation and storage. Includes black carry bag

Height - 79"	
24"	\$110.00
31.5"	\$150.00
33.5"	\$165.00
36"	\$180.00

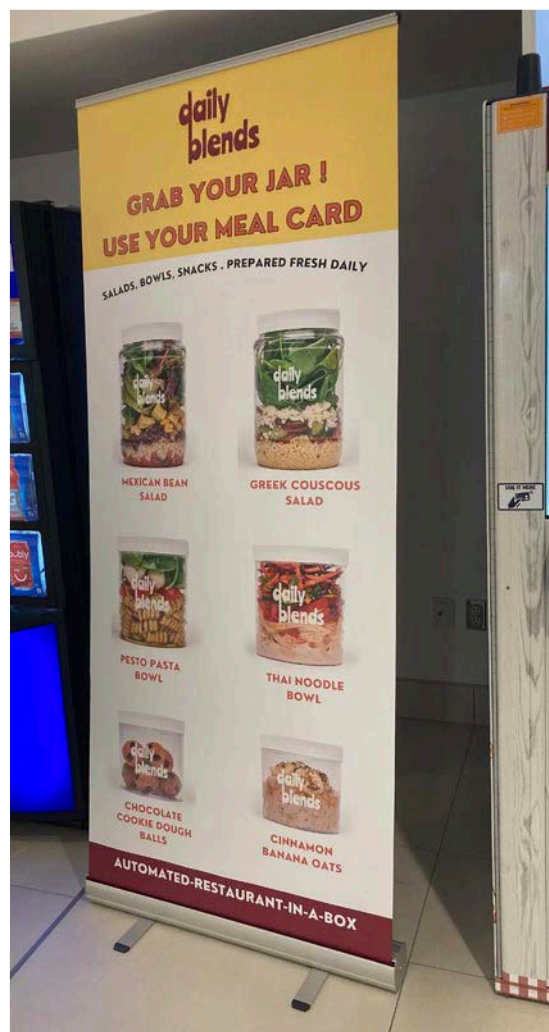


TABLE TOP BANNER

Standard Size: 11X17
Custom sizes available by request

Table top banners are the perfect addition to boost your presence at tradeshow and conferences. Table top retractable banners are easy to set up and lightweight for excellent portability.



From \$25 each

HANGING BANNERS

Custom sizes available by request

One Side printing only, grommets are extra

For years, advertising banners have enjoyed great popularity. Their main advantage is their versatility and the ease of transportation and assembly. More than that, banners can be freely adapted to the individual needs of the client.

From \$3.99 / sq.ft.	
2' x 4'	\$32.00
2' x 6'	\$48.00
2' x 8'	\$64.00
2' x 10'	\$80.00



X-SCAPE TENSION BANNERS

Standard Size: 31.5 x 72

The Xscape's simple tension system allows the user to exchange graphics in seconds making this a versatile and cost-effective banner display. It's compact design, incredible sturdiness and ease of assembly makes it perfect to use when space is at a premium. It folds down into an ultra-compact carry bag, making it super portable and public transport friendly. So you can always get your message to where it needs to be.

From \$99 each



MESH BANNER

Printed on mesh with 30% airflow
Custom sizes available by request

Mesh banners are the best solution for outdoor advertising in windy areas or on large surfaces such as e.g. facades of buildings. The structure of the material allows the wind to go through and there is no damage to the material or system.

From \$5.99 per sq/ft



POSTERS

Printed on Semi-Gloss Paper
Custom sizes available by request

Whether you wish to promote your business or a special event, posters are always a very powerful tool for advertising! You can use posters to decorate your office as a marketing piece, have it indoor, outdoor, laminated or mounted. Make it colourful and vibrant. It is the first glimpse your targeted customers have at your business or event!

From \$3.25 / sq.ft.	
18 x 24	\$9.75
20 x 30	\$13.80
22 x 28	\$14.60
24 x 36	\$19.50
28 x 32	\$20.30
30 x 40	\$27.65
36 x 48	\$39.00



FOAMCORE SIGNS

Printed on 3/16" White Foamcore
Custom sizes available by request

This lightweight sign is ideal for indoor displays.

From \$5.00 / sq.ft.	
18 x 24	\$15.00
20 x 30	\$21.25
22 x 28	\$22.50
24 x 36	\$30.00
28 x 32	\$31.25
30 x 40	\$42.50
36 x 48	\$60.00



WIDE FORMAT

COROPLAST SIGNS

Printed on 4mm White Coroplast
Custom sizes available by request

Coroplast signs are durable and a great option for outdoor signage.

From \$6.50 / sq.ft.	
18 x 24	\$19.50
20 x 30	\$27.65
22 x 28	\$29.25
24 x 36	\$39.00
28 x 32	\$40.65
30 x 40	\$55.25
36 x 48	\$78.00

Have some old signs you'd like to repurpose? Contact us for pricing to refurbish them!



A-FRAME SIGNS

Inserts Printed on 4mm White Coroplast
For Indoor or Outdoor Use

A free-standing advertising board, like A-Frame signs, is an important advertising tool. It is particularly useful as a medium for information and advertising locally. Perfect for exposure/attention at the entrance of a store or event.

Metal	
18 x 24	\$45.00
24 x 36	\$75.00
Heavy Plastic	
24 x 36	\$180.00

**Inserts included in price

**Contact us about renting
A-Frame stands for your event!!**

Prices start at \$10 per day!

**price includes placement & pickup
service



**Used A-Frames
Available!**

**while supplies last

PAPER STICKERS

Printed on Semi-Gloss Permanent Adhesive Paper
Individual price depends on size of sticker

Multi-purpose paper stickers that offer a professional presence for your products and/or services. Great for giveaways. Indoor Use Only.

From \$3.99 per sq/ft



GLOSS VINYL STICKERS

Printed on Gloss Permanent Adhesive Vinyl
Individual price depends on size of sticker

Our permanent decals are perfect for branding or for displaying a long-lasting message. Perfect for indoor or outdoor use.

From \$4.99 per sq/ft



WIDE FORMAT

MATTE VINYL STICKERS

Printed on Matte Removable Adhesive Vinyl
Individual price depends on size of sticker

These temporary decals help you communicate or decorate without commitments. Perfect for indoor/outdoor use.

From \$5.25 per sq/ft



VINYL LETTERING

Printed on Permanent Adhesive Coloured Vinyl
Individual price depends on size of sticker

Create decals, point-of-purchase displays, banners and signs with this easy-to-use, calendared pressure-sensitive vinyl. With many colours to choose from, this is a cost-effective way to create 1 and 2-color decals and signs. Great for both indoor and outdoor use.

From \$2.99 per sq/ft



FROSTED VINYL

Printed on Permanent Adhesive Frosted Vinyl
Individual price depends on size of sticker

Premium etched glass vinyl is perfect for point of purchase advertising and entrance door logos when a stylish or classic look is needed. The adhesive makes it suitable for both glass and mirror applications. Great for both indoor and outdoor use.

From \$5.99 per sq/ft



CLEAR STATIC CLING

Printed on 7mm clear window cling vinyl
Individual price depends on size of sticker

Static clings are powerful marketing tools that can be placed on a flat surface. Indoor Use Only.

From \$4.99 per sq/ft



REFLECTIVE VINYL

Printed on Permanent Adhesive Frosted Vinyl
Individual price depends on size of sticker

Foil vinyl, which has highly reflective microprisms in its structure, is best used as a material for the production of directional and informational signs. Outdoor Use.

From \$5.99 per sq/ft



VINYL FLOOR/WALL DECALS

Printed on Polyester Removable Vinyl
Individual price depends on size of sticker

Custom vinyl floor graphics are durable, removable, safe and long-lasting. Indoor Use Only.

From \$5.95
per sq/ft



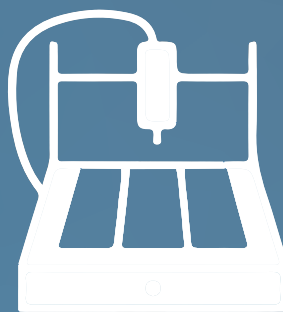
PERFORATED WINDOW VINYL

Printed on 70/30 Permanent Perforated Vinyl
Individual price depends on size of sticker

Transform your windows with eye-catching images and advertising. The see-through material creates the illusion of an opaque design for passersby without blocking light entering the room. Indoor / Outdoor Use.

From \$5.95 per sq/ft





Specialty Printing

Creating the perfect promotional piece is essential - but sometimes, traditional printing methods fall short. Our specialty printing service will help you take your print jobs to the next level.

MAGNETS

Standard Size: 2" X 3.5"

Custom sizes available by request

Among the wide range of products, magnets are an increasingly popular way of advertising. Thanks to the magnetic surface, they are widely used as an advertising medium and practical gift used both in companies and households. Indoor/Outdoor use.

Minimum order: 100	
100	\$39.00
250	\$69.00
500	\$125.00
1000	\$225.00



PLAK-MOUNTING

Standard Size: Letter, Legal, Tabloid

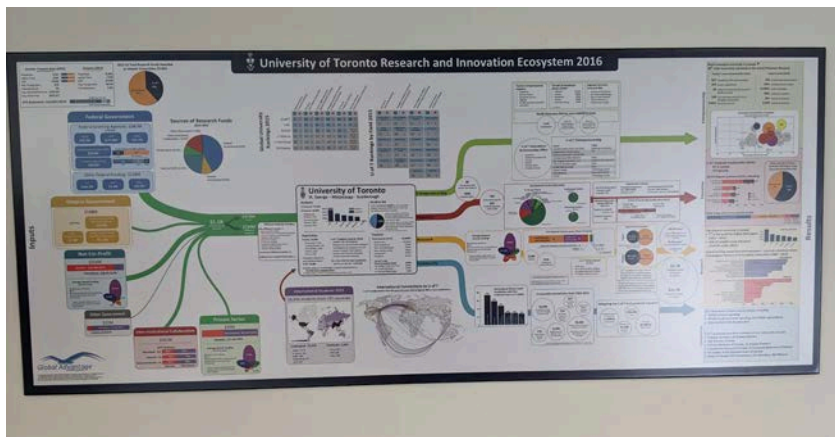
Custom sizes available by request

Minimum Size: 5" x 5"

Maximum Size: 48" x 96"

We mount your print or document to a specially-selected custom-cut wood and laminate it with a non-glare transparent laminate. The pressure applied during this process results in a tough, durable easy-to-clean finish. Plakmounts also come in a variety of edge colours. We put a keyhole slot in the back of the plaque mounted print, making the finished piece ready to hang. Indoor use only.

Plakmount	
8.5" x 11"	\$24.40
8.5" x 14"	\$28.15
11" x 17"	\$35.00



BRaille BUSINESS CARDS

Printed on Matte Cardstock
Single Sided Printing Only

One of the ways to create an everlasting impression is Braille. When people with visual impairment feel your cards they will want to be part of a business or organization that includes braille into their business to accomodate everybody!



****University of Toronto branded business cards must be ordered by your department administrator.**

2" x 3.5"	
250	\$85.00
500	\$155.00

TICKETS

Printed Full Colour on Matte or Gloss Cardstock
Standard Size: 2" x 6", includes Double Numbering and Perforation
Custom sizes available by request

Make your event even more memorable with our custom event ticket printing. Tickets serve as a gate pass for various events such as concerts, parties, exhibits and auctions.

2" x 6"	1 Side	2 Side
250	\$115.00	\$155.00
500	\$145.00	\$185.00
1000	\$199.00	\$249.00



LANYARDS

Standard Size: 3/8" wide
Custom sizes and printing available by request

This durable fabric Lanyard is unprinted and comes with the most popular attachment, the swivel hook. Please contact us for other colours, attachments and printing options.

Minimum Order: 100	
100	\$1.55 ea
200	\$1.40 ea
500	\$1.25 ea
1000	\$1.15 ea



CUSTOM GREETING CARDS

Standard Size: 5" X 7"

Custom sizes available by request

What better way to let someone know you are thinking of them on Birthdays, Holidays or Special Occasions. Upload your design or picture, write out a personal greeting for the inside and we'll take it from there! Includes unprinted white envelope.



Incl. unprinted envelope

1-24	\$2.15 ea
25-49	\$1.45 ea
75-124	\$1.25 ea
125+	\$1.15 ea



CUSTOM CALENDARS

Standard Size: 8.5" X 11"

Standard Monthly Template

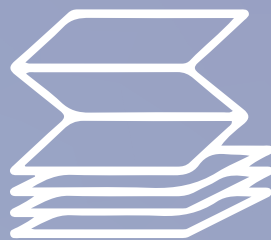
Custom sizes available by request

When it comes to thoughtful gift giving, give the gift of time with personalized photo calendars. Select 13 of your most memorable photos, specify any month preference and upload them to us. We take care of the rest!

Minimum Order: 25

25	\$9.75 ea
50	\$7.50 ea
100	\$5.75 ea
250+	\$3.99 ea





FINISHING SERVICES

Our customer service doesn't stop with printing. Once your job is done, we'll ensure its addle stitched, glued, coil bound, or stapled and collated right — all words that mean we'll deliver it the way you want with care and attention to detail. It's just one more way The Print Shop helps you through the process — from start to finish..

FINISHING OPTIONS

Custom methods available by request

Booklet Stapling	\$0.15 per booklet
Cerlox Book Binding	\$1.75 per book
Spiral Book Binding	\$1.50 per book
Clear Covers	\$0.50 per cover
Black Covers	\$1.50 per cover
Hole Punching	\$0.01 per sheet
Perforation	\$0.20 per sheet
Scoring	\$0.10 per sheet
Folding	\$0.05 per sheet
Bundling (Grouping)	\$60.00 per hour
Grommets	\$0.50 each
Lamination 12x18 Pouch	\$2.25 each
Lamination ID Card	\$0.25 each
Lamination 8.5" x 11" Pouch	\$1.50 each
Lamination - Wide Format	\$1.00 per sq/ft
Padding	\$0.25 per pad
Trimming (Cut to Size)	\$0.50 per cut
Installation	\$30.00 per half-hour

ADDITIONAL SERVICES

Mail Merging	\$10.00 per job
Scanning	\$60.00 per hour
Miscellaneous Labour	\$60.00 per hour
Rush Charge	\$25.00 per job



OFFICE SUPPLIES

Who doesn't need some paper in their dorm or department?
How about a shipping box to send a gift? An envelope for a greeting card?
We carry a variety of supplies that you can purchase for your needs.

PRINT/COPY PAPER

Price is per 500 sheets of paper
Custom paper available by request

White 20lb Bond - 8.5" x 11"	\$7.50
White 20lb Bond - 8.5" x 14"	\$10.00
White 20lb Bond - 11" x 17"	\$15.00
Pastel 20lb Bond - 8.5" x 11"	\$15.00
Pastel 20lb Bond - 8.5" x 14"	\$22.50
Pastel 20 Bond - 11" x 17"	\$31.00
#10 Regular Envelopes	\$0.15 each
#10 Window Envelopes	\$0.20 each
9" x 12" Envelopes	\$0.25 each
A2 Invitation Envelopes	\$0.07 each
A6 Invitation Envelopes	\$0.10 each
A7 Invitation Envelopes	\$0.13 each

ADDITIONAL SUPPLIES

Custom items available by request

Canada Post Stamps	\$1.00 each
Shredding Service	\$20.00 per banker box
Shipping Boxes	\$2.00 each
Bubble Envelopes	\$1.75 each

Some items are not able to be produced with next day service. Please contact The Print Shop for more information.

Services and Products

- Letterhead
- Mailing Labels
- Presentation Folders
- Annual Reports
- Folding
- Collating
- Padding
- Scoring
- Scanning
- Foamboard Signs
- Postcards
- Table Top Banners
- Mesh Banners
- Vinyl Lettering
- Clear Plastic Cling
- Magnets
- Tickets
- Grommets
- Shipping Boxes
- Tent Cards
- Bookmarks
- Invitations
- Certificates
- Blueprints
- Custom Back Drops
- Directional Signs
- Activity Wrist Bands
- Layout & Graphic Design
- Plastic Cards
- Coasters
- Envelopes
- Flyers
- Carbonless NCR
- Cerlox Binding
- Cutting
- Stapling
- Perfect Binding
- Laminating
- Text Recognition (OCR)
- Coroplast Signs
- Custom Calendars
- Hanging Banners
- A Frame Signs
- Frosted Vinyl
- Vinyl Floor Decals
- Plak-Mounting
- Lanyards
- Mail Merging
- Canada Post Stamps
- Feather Flags
- Bumper Stickers
- Custom Pens
- Resumes
- Saddle Stitch Booklets
- Custom USB Keys
- Custom Holiday Cards
- Binders
- Leaflets
- Loyalty Cards
- Competitive Pricing
- Business Cards
- Newsletters
- Brochures
- Coil Binding
- Hole Punching
- Perforating
- Numbering
- Free Pickup & Delivery
- Posters
- Notepads
- Roll Up Banners
- X-Scape Tension Banners
- Stickers
- Reflective Vinyl
- Perforated Window Vinyl
- Braille Business Cards
- Custom Greeting Cards
- Shredding
- Door Hangers
- Paper Supplies
- Wall Graphics
- Name Tags
- Wide Format Printing
- Pocket Folders
- Stationery
- ID Badges
- Document Management
- Kraft Paper
- Booklets
- and more.....



The Print Shop is committed to making our services and products conform to the latest sustainability guidelines set out by the University of Toronto Mississauga. All paper used in our shop is FSC Certified® and contains a minimum of 30% recycled content, as well as being purchased from responsible sources.



utm.utoronto.ca/hospitality/ThePrintShop

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