

Corporate Print Services Price Guide 2005

BUSINESS
SERVICES



2004-2005
Benefits Administration



Blackpool Council
BUILDING A BETTER COMMUNITY FOR ALL

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Corporate Print Services

Blackpool Council has had its own Printing Department for well over 30 years. Corporate Print Services offer a wide range of services to all departments of Blackpool Council, other Council's, schools, colleges and other government departments at competitive prices whilst delivering a good quality service.

We also offer an extensive range of promotional items for conferences, open days, seminars and launch days.

Corporate Print Services are always looking for new opportunities, technologies and systems to help develop and enhance its services. We are constantly striving to take our concepts and technology one step further in order to provide our clients with a first class service, our aim is to further complement and enhance everyone's image by producing a professional finish to all work whilst helping to communicate effectively.

Our expertise allows us to cater for all business needs from business cards and brochure design to websites and exhibition stands, and no matter what the job, we seek to exceed our clients' expectations in terms of quality, time and budget.

CPS has in place a set of quality assurance procedures (based on ISO 9001:2000), ensuring that regular quality processed checks are made on all jobs throughout the department. This is to help minimise production errors and ensure a professional service is guaranteed to all our customers.

Services

We offer a varied range of services for our customers. Our services are always developing, changing, being updated or being replaced with better technology to offer an up-to-date quality service.

Design and Origination of Artwork

Web Design / Screen Savers

Litho Printing

High Volume Black and White

Laser Copying/Printing

Full Colour Laser Copying/
Printing

Large Format Printing / Banners

Roll Up Banner Stands

Variable Data Printing

Text/Imagery Scanning and PDF
Conversion Service

GGP Maps of Blackpool —
Variable layers

ID/Security Badges

Laminating/Encapsulating

Personalised T-Shirt/Polo Shirts/
Sweat Shirts (Transfer Process)

Personalised Mouse Mats

Personalised Mugs

Digital Photographs taken for
events

Binding — Unibound, Comb

Bound, Wire Bound

Finishing — Numbering, Drilling,
Collating, Perforating

Promotional Items — Balloons,
Pens, Pencils, Mouse Mats etc.

**Some of the products we
produce are:**

Letterheads

Compliment Slips

Business Cards

Brochures

Booklets

Leaflets

Posters

Newsletters

Name Badges

Programmes

Forms

Invitations

Printed Cards

Post Cards

Certificates

Envelopes — Printed/Plain

Overhead Projector Acetates

Design and Origination of Artwork

A full design service is available for use. We can create artwork from new or to your specification. You can sit with our designers and go through every aspect of your job so we meet all your criteria. All your jobs can be converted to a pdf file for use on the internet. All artwork is kept secure on our server.

Web Design / Screen Savers

We can produce single and multiple web pages. In a few easy steps you can have your own website up and running. You supply the text and images and we will provide you with some layout proofs. Once the overall layout has been approved we will produce the finished pages as per your requirement.

Simple Page	£35.00
Detailed Page	£50.00
Page with Form	£75.00

Litho Printing

A full litho print service is available. We can print work from 1 colour to full colour with various finishing options.

High Volume Black and White Laser Copying/ Printing

Two large high volume laser machines are available for use. You can have your documents printed on white or coloured paper or card, single sided or double sided, stapled and collated into sets. Large amounts of documents in multiple formats or smaller documents can be printed to your specifications. **If you require 500(+) documents it will be less expensive to have it printed on a press.**

Full Colour Laser Copying

2 high quality full colour laser copiers are available for use. The machines can produce single or multiple copies in A4 or A3 paper on 100gsm to 220gsm paper.

Large Format Printing

You can have large banners or posters printed on high quality gloss paper or board. The maximum size for a banner is 1 metre deep by 29 metres long. You can also have a range of large posters printed ranging from A2 size to A0. Exceptional print quality is guaranteed. Other sizes are available please ask for price.

Roll up Banners with Stands

Ideal for special events, launches and exhibitions. The roll up banners are printed on special backing paper and are fitted to our metal roll carriers. Easy to assemble in a matter of minutes and excellent quality ensure a first class advertising product. Prices start from £115 + artwork for stand and print (2000mm x 800mm). Additional prints @ £65 + artwork including refitting. Other options/ styles are available on request.

Variable Data Printing

With the use of our Gandlake software we are able to print your variable data (names, addresses, codes etc.) onto forms of your choice. Once set up it is a simple matter of sending the file through the software to our two high volume laser printers. Can be used for multiple letters with different data to clients or for labels with address details on.

Remote Printer Access

Allows printing of any document on your PC to our software station. You provide us the information for producing your work via a print screen on your computer. We produce the

finished work ready for collection or delivery. Designed for quick turnaround and cost saving.

Text/Imagery Scanning and PDF Conversion Service

We supply a service for scanning text and Imagery. We scan a page of text and convert to a word document for you to edit. We can also scan images hi-res and supply them back and we can also scan text or images and place in a pdf format.

GGP Maps of Blackpool

We offer a map service of the Blackpool area. This means you can have a map of the whole of Blackpool or just a small area of Blackpool with road names, boundaries, parks, ward boundaries, etc. These maps can then be printed off on any of our colour machines including the large format printer.

ID/Security Badges

We provide the whole of the council with the staff id badges. We also produce id badges for Benefit Fraud inspectors and social carers. They are produced on white plastic cards and you can utilise a magnetic strip if needed.

Laminating/ Encapsulating

We provide an in-house encapsulating service up to A2. We also have suppliers that can encapsulate up to A0 and irregular sizes.

Personalised T-Shirt/ Polo Shirts/Sweat Shirts (Transfer Process)

You can have any design or photograph you want printed direct onto a T-shirt, Polo-shirt or sweatshirt. You can supply the artwork or we can produce for you. We can also provide a service for embroidery.

Personalised Computer Mousemat

You can have any design or photograph you want printed direct onto a mousemat. You can supply the artwork or we can produce for you.

Digital Photographs taken for events

We have our own hi-res digital camera and tripod for use for all types of Corporate functions and events. We will transfer all the images to a folder for you or put them on a cd for your use.

A member of staff will take the pictures so you don't have to mess around with settings.

Binding

We provide many forms of binding to suit your requirements, the pricing is individual, depending on the thickness and size of your document, quantity and type of binding required.

Wire Binding (black wires only)

Plastic Comb Binding

Slide Binding

Heat Binding

Steel Back Binding —
(Steel spine - leather effect coated, with or without Acetate)

Padding

Leather Binding

Perfect Binding

Stapled and Taped

Stapling (max 2")

Finishing

We offer a full finishing service which includes folding, scoring, numbering, perforating, drilling, collating and punching.

Promotional Items

You can have your own artwork printed on a number of promotional items such as balloons, Pens, Pencils, Mouse Mats etc.

A4 Letterheads 90gsm

Quantity	1 Colour	2 Colour	3 Colour
250	25.00	35.00	45.00
500	33.00	55.00	65.00
1000	55.00	82.50	105.00
1500	70.00	120.00	125.00
2000	82.50	129.50	150.00
2500	93.50	150.00	175.00
3000	107.50	175.00	195.00
4000	132.50	195.00	250.00
5000	160.00	225.00	275.00
6000	175.00	247.50	295.00
7000	185.00	262.50	325.00
8000	192.50	280.00	350.00
9000	205.00	290.00	375.00
10,000	225.00	310.00	395.00
12,500	280.00	375.00	450.00
15,000	325.00	425.00	500.00
20,000	450.00	560.00	650.00
25,000	595.00	687.50	800.00
50,000	995.00	1250.00	1450.00
60,000	1195.00	1485.00	1650.00

+ £3 per ream for Conqueror recycled Paper on 100% Recycled
 NB: A4 logo only stock letterheads on 100% Recycled @ £20 per ream

A5 Letterheads 90gsm

Quantity	1 Colour	2 Colour	3 Colour
250	20.00	30.00	37.50
500	25.00	50.00	55.00
1000	37.50	75.00	85.00
1500	52.50	95.00	105.00
2000	65.00	105.00	135.00
2500	80.00	125.00	150.00
5000	145.00	195.00	225.00

Compliment Slips 90gsm

Quantity (Sheets)	1 Colour	2 Colour	3 Colour
100	20.00	30.00	35.00
250	22.50	32.50	37.50
500	27.50	47.50	52.50
1000	35.00	75.00	85.00
1500	-	82.50	-
2000	57.00	92.50	115.00
2500		125.00	-
5000	95.00	150.00	185.00
10,000	175.00	225.00	265.00

Business Cards 300gsm

Quantity (Sheets)	1 Colour	2 Colour	3 Colour
50	-	36.00	42.50
100	23.00	37.50	55.00
150	26.00	42.50	75.00
200	30.00	45.00	85.00
250	35.00	50.00	95.00
300	-	54.00	-
500	46.00	65.00	105.00
1000	65.00	75.00	110.00
3000	150.00	195.00	250.00
5000	195.00	250.00	350.00

If artwork is required to be supplied by ourselves, quote subject to sight of copy, design origination extra.

An extra charge of £5.00 for negatives/plates per colour will be made if own artwork is provided.

8 Different business cards 50% reduction if printed at same time.

For gold please add 25%

Colour Laser Copying

Single Sided 100gsm

Quantity			A4	A3
1	—	49	0.50	0.80
50	—	249	0.35	0.65
250	—	499	0.30	0.45
500	—		0.20	0.35

Double Sided 100gsm

Quantity			A4	A3
1	—	49	0.80	1.50
50	—	249	0.65	1.25
250	—	499	0.40	0.75
500	—		0.35	0.50

OHP Acetate Sheets

Quantity			A4
1	—	9	1.50
10	—	50	1.25
500	—		1.00

All the above prices are subject to 17.5% V.A.T. Cash payments to be made direct to central print services.

Roll Up Banner Stands

Roll Up Banner Stands	Replacement Print
£115.00 (inc. print and carry case)	£65.00 (inc. fitting)

Large Format Printing (Full Colour) single sided

Quantity			A2	A1	A0
1			8.50	16.00	24.00
2	—	9	7.50	13.00	21.00
10+			5.50	8.50	17.00

All prices are for printing only - artwork charged extra.
Other prices for bespoke sizes are available on request.

Personalised Products

T-Shirts

Quantity	Child	Medium, Large, X-Large
1 - 9	4.25	5.00
10 - 49	3.75	4.50
50+	3.25	3.75

Polo-Shirts

Quantity	Child	Medium, Large, X-Large
1 - 9	N/A	8.00
10 - 49	N/A	7.50
50+	N/A	7.00

Sweatshirts

Quantity	Child	Medium, Large, X-Large
1 - 9	N/A	8.50
10 - 49	N/A	8.00
50+	N/A	7.50

Baseball Caps - Minimum order of 5

Quantity	Child	Medium, Large, X-Large
1 - 9	each	4.00
10 - 49	each	3.50
50+	each	3.00

Artwork size max: 45mm(w) x 70mm(h)

Mugs (High Quality White Glazed) — minimum order of 5

Quantity	Unit	Price
1 - 9	each	3.50
10 - 49	each	3.00
50+	each	2.50

Artwork size max: 180mm(w) x 70mm(h)

Mouse Mats

Quantity	Unit	Price
1	each	5.00 + artwork

NB: T-shirts, Polo Shirts and Baseball Caps white.

Other colours available on request but may be subject to further cost.

High Volume Copying/Printing

Departments		Staff	
A4	0.035 each	A4 1 - 50 50+	0.045 each
A4 <i>own paper</i>	0.025 each	A3 All copies	0.060 each

Overprinted/printed Envelopes 90gsm

	Units	Price
Any size and colour ink printed 1 side only	per 1000	11.00 + <i>envelopes</i>
Internal Mail Envelopes	per 50	8.50 <i>incl. Envelopes</i>
Autofill (unprinted)	per 1000	11.75

2 Colour 4 page A5 Booklets (A4 Folded to A5 printed duplex)

Quantity	Price
250	115.00
500	145.00
1000	185.00

NB: Excludes artwork

Encapsulating (Pouch Laminating)

This facility enables the lamination of cards, leaflets, posters, visual aids etc., presenting a high gloss wipe-clean finish which is resistant to ultra violet fading, and will not tear, stain, fade, or become brittle.

	Price
A5 150mm Pouches	0.75 each
A4 150mm Pouches	1.00 each
A3 150mm Pouches	1.50 each
A2 150mm Pouches	2.50 each

Minimum charge of £5.00 For larger sizes please ring for quotation.

Other Charges – per ream (inc. paper)

Type	White 80gsm	Pastel 80gsm	Other Tints 80gsm
Plain	2.35	3.25	3.50
Punched / Drilled	4.50	5.00	5.75
Perforated	5.00	5.75	7.00
Numbering	5.00	5.75	7.00
Folding	5.00	5.75	7.00

NB: The above prices are based on small quantities, please ring for quotation if needed for other amounts. These prices are for ancillary only, if part of a print job the pricing is discounted.

Clock Cards

4 sheet white card double sided

Quantity	Price
500	20.00

4 sheet tinted card double sided

Quantity	Price
2000	165.00
3000	225.00

325gsm Manilla single sided

Quantity	Price
500	45.00
1000	75.00
2000	140.00
4000	195.00
5000	225.00

325gsm Manilla double sided

Quantity	Price
500	55.00
2000	150.00
4000	205.00

Books & Albums

	Price
Visitor Books (Padded)	65.00
Official Visitor Books (Hard Back)	95.00
Newscutting Books	105.00
Photograph Albums	75.00

Miscellaneous

Items	Units	Price
A4 Blank Corporate Letterheads	1000	20.00
Accounts Payable Batch Header	1000	30.00
Accounts Payable Transaction Slip	1000	37.50
Clock Cards	1000	65.00
ID Chain (30") Steel	each	0.50
ID Clips	each	0.25
Internal Envelopes 15x10	50	7.50
Lapel Badges (metal crest)	each	3.00
Official Receipt Books	each	4.75
Sickness absence report pads	pad	2.75
Print Order Pads		F.O.C.
ID Cards	each	5.00
Card Holder (enclosed)	each	0.75
Card Holder (open)	each	0.50
Prestige Badge Holders	50	14.50

Glossary of print terms

A

Aqueous Coating

A water based coating applied after printing to provide a high-gloss surface that is resistant to dirt and fingerprints.

B

Basis Weight

Basis or basic weight refers to the weight, in pounds, of a ream (500 sheets) of paper cut to a given standard size for that particular paper grade.

Blanket

The rubberized surfaced material secured onto a cylinder onto which the ink is transferred from the plate and then to the paper.

Bleed

An extra amount of printed image which extends beyond the rim edge of the sheet or page, allows for full colour printing right to the edge of the finished piece.

Bond

A grade of durable writing, printing and typing paper that is erasable and somewhat rigid.

Bulk

A term given to paper to describe its thickness relative to its weight.

C

C1S

Paper coated on one side only.

C2S

Paper coated on two sides.

Caliper

Thickness of paper, usually expressed in thousandths of an inch.

CMYK

Abbreviation for cyan, magenta, yellow, black. The four ink colors used in four-color process printing.

Coated Stock

Any paper that has a mineral coating applied after the paper is made, giving the paper a smoother finish.

Colour Bars

A colour test strip that is printed on the waste portion of a press sheet. It helps a press operator to monitor and control the quality of the printed material relative to ink density, registration and dot gain. It can also include a Star Target, which is designed to detect inking and press problems.

Colour Correction

Using a computer to adjust, change or manipulate a colour image, such as retouching, adjusting colour balance, colour saturation, contrast, etc.

Colour Separating

The processes of separating the primary colour components (CMYK) for printing.

Cover Paper

Term applied to a variety of papers used for covers of catalogues and booklets.

Crop

To reduce the size of an image.

Cyan

A shade of blue used in four-colour process printing. The C in CMYK.

D

Dampening

An essential part of the offset printing process whereby rollers distribute a solution to the plate that covers the non-printing area of the plate, repelling ink in those areas. Some newer presses use a waterless ink technology that does not use dampening.

Densitometer

An optical device used by printers and photographers to measure and control the density of ink or colour.

Density

The degree of tone, weight of darkness or colour within a photo or reproduction measured by a densitometer.

Die Cutting

The process of cutting paper in a shape or design by the use of a wooden die or block in which are positioned steel rules in the shape of the desired pattern.

Digital Proof

Colour separation data is digitally stored and then exposed to colour photographic paper creating a picture of the final product before it is actually printed with ink.

Dot

The smallest individual element of a halftone.

Dot Gain

A term used to describe when dots are printing larger than they should.

Dull Finish

A semi-gloss finish on paper that is less glossy than gloss and more than matte paper.

E

Embossing

The moulding and reshaping of paper by the use of special metal dies and heat, counter dies and pressure, to produce a raised image on the paper surface.

F

Font

The characters which make up a complete typeface and size.

Four-colour Process

Printing process that uses a layering of the four primary ink colours (cyan, magenta, yellow, black) to produce colour images

G

Ganging

The combining of two or more different printing projects on the same sheet of paper.

Gate Fold

The gate fold is often used for menus and brochures.

The succession of message presentation is more dramatic than with the Two Parallel Fold.

Grain

Paper fibres lie in a similar direction in a sheet of paper. This direction is called the grain. Printing is usually done so that if folding is required, the fold is done parallel to the grain.

Gripper

A series of metal fingers that hold each sheet of paper as it passes through a printing press.

Gripper Edge

The side of a piece of paper held by the gripper fingers as it passes through a printing press. Nothing can be printed in this area.

Gutter

A blank space or margin between components on a printed piece or press sheet.

H

Half Fold

The half fold is commonly used for brochures and greeting cards.

Half then Half Fold

This is a typical fold for booklet binding, pages are printed, folded and collated for saddle stitching. Fold can also be used for newsletters.

Half then Tri-fold

This fold is perfect for newsletters. An 11" x 17" sheet folded this way has only one open side and fits into a #10 envelope. The newsletter looks good and is easy to handle.

Half then Z-fold

When used for a newsletter has the advantage of positioning the masthead on top of the front and the mailing panel right side up on the back.

Halftone

Using small dots to produce the impression of a continuous-tone image. The effect is achieved by varying the dot size and the number of dots per square inch.

Halftone Screen

A sheet of film or glass containing ruled right-angled lines, used to translate the full tone of a photo to the halftone dot image required for printing.

Hard Proof

A proof on paper or other substrate, distinguished from a soft proof which is an image on a video display terminal screen.

I

Imposition

The correct sequential arrangement of pages that are to be printed, along with all the margins in proper alignment, before producing the plates for printing.

J

Jog

To vibrate a stack of finished pages so that they are tightly aligned for final trimming or binding.

L

Linen

A paper that emulates the look and texture of linen cloth.

Lithography

The process of printing that utilizes flat or curved inked surfaces to create the printed images.

Loupe

A small magnifier used to observe the details on a printed sheet.

M

Magenta

One of the four process colours, or CMYK, the M is for magenta. Magenta is a predominately red colour with some blue. Magenta, cyan and yellow are also the three subtractive primary colours.

Make-ready

Paper that is used in the press set-up process before the printing run actually starts.

Matte Finish

Dull paper finish without any gloss or luster.

O

Offset

An erroneous variation of the word "setoff". Ink that is unintentionally transferred from a printed sheet to the back of the sheet above it as the pieces are stacked in a pile when printed.

Offset Printing

The most commonly used printing method, where the printed material does not receive ink directly from a printing plate but from an intermediary blanket that receives the ink from the plate and then transfers it to the paper.

Offset Paper

A term for sometimes used for uncoated book paper.

Overlay Proof

A process of proof-making whereby the colour separations are individually exposed to light sensitive film. This film is then set in registration with a piece of white paper in the background.

Overrun

Quantities of sheets printed over the requested number of copies.

P

Perfect Binding

A binding process where the signatures of a book are held together by a flexible adhesive.

Perfecting Press

A printing press that prints on both sides of a sheet in a single pass through the press.

PMS

The abbreviation of the Pantone Colour Matching System.

Point

A measurement unit equal to 1/72 of an inch. 12 points to a pica, 72 points to an inch.

PostScript

A tradename of Adobe Systems, Inc. for its page description language. This language translates a digital file from an application into a language a compatible printer or other device can use to create its output.

Premium

Any paper that is considered better than grade #1 by its manufacturer.

Pressure Sensitive

Self-adhesive paper covered by a backing sheet.

Process Printing

A system where a colour image is separated into different colour values (cyan, magenta, yellow and black or CMYK) by the use of filters and screens and then transferred to printing plates and printed on a printing press, reproducing the original colour image.

R

Register

The arrangement of two or more printed images in exact alignment with each other.

Register Marks

Any crossmarks or other symbols used on a press sheet to assure proper registration.

Resolution

The quality of graphics expressed in number of dots per inch (dpi). Higher resolution – more dpi – higher quality image. 300dpi most common for print applications, 72 dpi often used for web viewing.

RGB

Colour space commonly used for computer monitors. Divides colour into the three primary light colours - red, green, and blue.

Right Angle Fold

A term that denotes folds that are 90 degrees to each other.

S

Saddle Stitch

In binding, to fasten a booklet by stapling it through the middle fold of the sheets.

Self-cover

Printed booklet or catalogue where the same paper stock is used for the cover and the inside pages.

Side Guide

The guides on the sides of a printing press that consistently positions the sheet sideways as it is fed through the press.

Signature

In printing and binding, the name given to a printed sheet after it has been folded.

Smoothness

The quality of paper defined by its levelness that allows for pressure consistency in printing.

Stock

A term for unprinted paper.

T

Text Paper

A high quality light weight printing paper.

Trapping

The overlapping of one colour over a different, adjacent colour to ensure that no white space is visible where the two colours meet, especially when there are slight variations in the registration of the two colours during the printing process. Or the process of printing wet ink over wet or dry previously printed ink.

Tri-fold

This common fold, used for mailings and brochures, is much like a letter folded by hand for inserting in an envelope. The Tri-fold produces a self-contained unit, easily handled by automated envelope inserters.

Trim Marks

Marks placed on the printed sheet to indicate where cuts should be made.

Two Parallel Fold

An excellent fold for legal sizes or larger. An 8.5" x 14" folds to 3.5" x 8.5".

V

Variable Data Printing

Is a form of on-demand printing in which elements (such as text, graphics, photographs, etc) can be changed from one printed piece to the next, without stopping or slowing down the press, using information from a database. For example, a set of personalized letters, each with the same basic layout, can be printed with a different name and address on each letter.

Vellum Finish

A toothy finish which is relatively absorbent for fast ink penetration.

W

Washup

The procedure of cleaning a particular ink from the unit of a printing press.

Work and Turn

A printing production format that has the front and back of a printed piece on one side of the paper, that is then printed the same on the back side, producing two copies of the piece.

Wove Paper

Paper having a uniform unlined surface and a soft smooth finish, a term commonly used to describe envelope stocks.

Y

Yellow

One of the four process colours, or CMYK, the Y is for yellow.

Z

Z-Fold

The "Z" style offers an advantage for multi-page letters to be collated and hand inserted for mailing. Because the pages nest together, the letter is opened with the pages in sequence, however it tends to spring open and should be avoided when automated envelope inserting is used.

Remote Printer Software

Digital Printing and other services provided by Corporate Print Services and will tell you how to print jobs direct from your computer to the Digital Printers.

Why choose digital printing?

- Cost effective copying & printing
- Ultra-fast reproduction
- Superior Digital print quality
- Duplex productivity
- Document scanning & digital storage
- Booklet making
- 100 sheet stapling
- Hole punching

5 Easy Steps to print direct to the Digital Printers from your PC

STEP 1

Please contact CPS if you require the Remote Printer Software, for the computer you are using, installing.

STEP 2

CPS will arrange to install the required drivers, which will automatically update with any future developments.

STEP 3

Once installed you can use the Remote Printer from any application (ie. Word, Excel, Publisher) just as you would with your existing office printer.

STEP 4

Go to: 'FILE' > 'PRINT' > 'REMOTE PRINTER' and fill in the various boxes (ie. paper size, paper type, finishing needs and any other notes)

[Please note that you will need a COST CODE for your job to be processed]

STEP 5

Once you are happy with these settings simply click 'SEND'. You will now be sent back a 'JOB REFERENCE NUMBER' please use this with regards to queries.

We also offer a Web and 'Dynamic' email design service.

Please contact us for more information.

To ensure our services are accessible to all, documents prepared by Blackpool Council are available in large print, Braille, on audio-cassette or computer disk upon request.

We can also provide help for British Sign Language users and provide information in other languages. Please ask for details.



Design | Print | Copy