

# School of Natural Resources

## Printing & Design Services

**Payment:** A Cost Object Number is required when submitting your order, or cash may be used when the order is picked up.

### Labor

**\$20/hr** - This includes a \$10 file setup fee and any additional needs, such as trimming, folding, or adhering.

### Large Format Plotting

Each Large Format Plotting service is subject to a \$10 setup fee, which includes 30 minutes of labor.

**Glossy Paper**.....\$3.00/sqft  
36 in. maximum length/width

**Matte Paper**.....\$2.00/sqft  
36 in. maximum length/width

### Lamination

Each Lamination service is subject to a \$10 labor fee, which includes 30 minutes of labor.

**Large Format Lamination**.....\$1.50/sqft  
43 in. maximum width

**Standard Lamination**.....\$0.50/sqft  
25 in. maximum width

**8.5 x 11 in. Lamination**.....\$1.50/each

### Foam Board

**Mounting on Foam Board**.....\$1.25/sqft  
60 in. maximum width

### Laser Printing

**8.5 x 11 in. Black & White**.....\$0.10  
24lb. or 28lb. laser paper

**8.5 x 11 in. Color**.....\$0.35  
24lb. or 28lb. laser paper

**8.5 x 11 in. Cardstock**.....\$0.60  
67lb. or 28lb. laser paper

**11 x 17 in.** .....\$0.60  
24lb. or 28lb. laser paper

**11 x 17 in. Cardstock** .....\$1.00  
67lb. or 28lb. laser paper

### Services

**Graphic Design**.....\$40/hr  
Posters, digital signage, banners, brochures, etc.;  
\$40 minimum

### How to Order

Email Sidney Parks, [sparks3@unl.edu](mailto:sparks3@unl.edu).

Include the following:

- Dimensions
- Paper type
- Deadline

\*\*\*Full bleed cannot exceed 35 inches in any one orientation. All large format plotting will include a 1/2-inch white border unless a bleed is specified.