

1. Convenience Copiers (1-50 copies): These are the copiers that are located in various administrative areas and usually are used by multiple departments. The machines are operated by a control pad that tracks department and individual usage. Users are billed at the rate of .05 cents per copy. This cost includes paper.
2. Copy Center (recommended for 51-200 copies): A high-speed copier located in the Facilities & Auxiliary Building, Room 101. A color copier is also available at this location.
3. USC Printing: USC Aiken has an agreement with USC Printing to provide **a wide range of printing & duplicating services.**

Convenience Copiers

To add or delete an operator code, please call the **Purchasing Office at ext. 3253**. For service, contact **Xerox Help Line at 1-800-821-2797**. The machine serial number can be obtained by pressing the "**Machine Status**" button on the copier.

Copy Center

1. Prepare a Request for Photocopying form and deliver both copies along with material to be duplicated to the Copy Center. Forms can be requested by calling the Copy Center at ext. 3253 or email **copycenter@usca.edu**
2. Material will be processed with a turnaround time for completion normally within 24 hours.
3. The Copy Center will only process "copier ready" material on 8.5 x 11 or 8.5 x 14 white 20 lb bond paper.
4. Some color paper is available.

Copy Center Price Schedule

Convenience Copiers

Black and White - .05 cents per copy Color - .15 cents per copy, where available

COPY CENTER

Located in Supply/Maintenance Building

8 1/2 x 11 white 20# paper

Black And White Copies:

1-50 Copies

1 side only - .05 cents per copy

More than 50 Copies

1 side only - .04 cents per copy

2 sides (duplexed) - .035 cents per copy (each side counts as 1 copy)

Color Copies:

.15 cents per copy

Other Services Offered:

- Black and white transparencies - .65 cents per copy
- 8 1/2 x 11 colored paper* - .05 cents per copy
- Legal 8.5 x 14 white 20# - .05 cents per copy
- Spiral Binding (up to 75 pages) - \$1.00 per bind
- Stapling (automatic) - 1 cent per copy
- Collating (automatic) - No charge
- Folding - 1 cent per page. There will be no charge for folding if material is printed at USCA Copy Center.

**Available in the following colors: green, blue, pink, yellow, ivory, goldenrod.*

Please call for availability before submitting your request.

Prices are based on size, type of material used, and ink usage.

Confidential Materials

Confidential materials such as tests will be returned shrink wrapped with a cover page.

Large Format Printing

Pricing for these items is based off of size, type of material used, and ink usage.

- Movie posters printed on various print-based media
- Indoor/Outdoor Banners
- Display Signs
- Logo Printing
- Departmental Display Logos
- Window Clings

All jobs must be built to the size needed, saved, and sent to copycenter@usca.edu in PDF or PNG format.

Other

Office of Marketing & Communication

The Office of Marketing and Communication will assist departments as needed with layout and design as well as consultation. All publications and material intended for external audiences MUST be submitted to the Office of Marketing and Communication for review prior to printing. Visit the [Marketing Department's website](#) for additional information.

Letterhead, Envelopes & Business Cards

The university has a standardized format for all letterhead, envelopes and business cards. The university has a storefront account set up with an established university supplier. To order business cards, letterhead, stationery and envelopes you must request an account from the Director of Marketing.

USC Printing

1. **USC Printing Request**
2. **Delivery:** Completed jobs will be delivered along with the normal mail deliveries. If you have any questions concerning service or turnaround, please call **USC Printing at 7-5146**.