

Price List

Black & White Copy/Print

8.5 x 11 Single Side	\$.07
8.5 x 11 Single Side, Glossy Paper	\$.08
8.5 x 11 Single Side, Color Paper	\$.08
8.5 x 11 Single Side, Card Stock	\$.08
8.5 x 11 Double Side	\$.12
8.5 x 14 Single Side	\$.09
8.5 x 14 Single Side, Glossy Paper	\$.10
8.5 x 14 Single Side, Color Paper	\$.10
8.5 x 14 Single Side, Cardstock	\$.10
8.5 x 14 Double Side	\$.16
11 x 17 Single Side	\$.13
11 x 17 Single Side, Glossy Paper	\$.15
11 x 17 Single Side, Color Paper	\$.15
11 x 17 Single Side, Card Stock	\$.40
11 x 17 Double Side	\$.24

Color Copy/Print

8.5 x 11 Single Side	\$.39
8.5 x 11 Double Side	\$.75
8.5 x 11 Card Stock	\$.40
8.5 x 14 Single Side	\$.42
8.5 x 14 Double Side	\$.80
11 x 17 Single Side	\$.76
11 x 17 Double Side	\$ 1.50

Binding, Including Clear Cover, Black Back

Coil (per set)	\$ 1.25
----------------	---------

Lamination

8.5 x 11	\$ 1.25 each
8.5 x 14	\$ 1.50 each
11 x 17	\$ 1.75 each

Color Oversize

Printing	\$ 5.50 per Square Foot
Laminating	\$ 3.66 per Square Foot
Foam Core Mount	3.66 per Square Foot

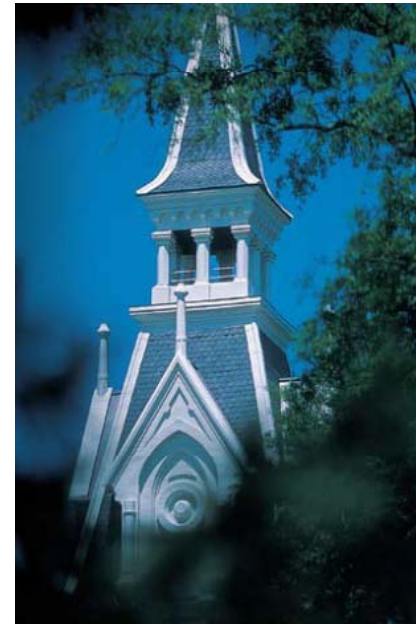
CD/DVD Duplication

CD/DVD	\$ 5.00 each
--------	--------------

Faxing

Domestic Outgoing (per page)	\$.50
Outgoing International (per page)	\$ 1.50
Incoming (per page)	\$.07

Mail & Document Services User Guide for Mercer University



Introduction

IKON is pleased to offer Mail, Shipping, Receiving, Copy and Print Services to Mercer University. Our qualified staff is prepared to answer questions you may have while assisting with your projects. Please feel free to contact us. We welcome the opportunity to help you with your mailing, shipping, and copy/print needs.

MERCER
UNIVERSITY

Mail & Document Services



Document Services

Phone: **301-COPY (2679)**
E-Mail: maconcopy@mercer.edu
Web submission: <https://mercer.ikontrac.com>

Hours of Operation: **8:00am – 5:00 pm**, Monday through Friday

Document Services is located in the Auxiliary Building.

Services

- Black and White Copying
- Color Copying
- Wide Format/Oversize Printing
- Banners & Posters
- Laminating
- Tabs
- Binding
- Folding
- Saddle Stitch
- CD/DVD Duplication
- Scanning
- Faxing

Forms of Payment

- **Cash**
- **Check**
- **BearCard**
- **American Express, MasterCard, and Discover Card**

Please let us give you a quote on special pricing for high volume and other print needs.

Mail Services

Student Post Office: **301-4170**
Mailroom: **301-2020**
E-Mail: maconmail@mercer.edu
Hours of Operation: **8:30am – 5:00pm**, Monday - Friday
Package pick-up: **9:00am – 5:00pm**, Monday – Friday

Services

- Mailing, Shipping & Packing Supplies
- USPS Services, including stamps
- UPS and FedEx shipping

The Student Post Office is located in the Student Center, which will offer retail mail services as well as the Mail Kiosk, which will be used for package pickup.

Packages are to be picked up at the Auxiliary Services Office.

Package Receipt

Students will be advised through their Mercer e-mail address when a package arrives that requires a signature. Bring your Student ID to the kiosk in Mail Center in the Student Center or to the kiosk in the Auxiliary Services building.

Upon entry into the center, swipe your card at the mail kiosk (one located in the Student Center and one located in the Auxiliary Services building). The number of packages ready for pick up will be confirmed and at the same time, an alert notifies the mail staff to retrieve your package. Enter the queue line to receive your package(s) at the Auxiliary Services building.

