Pricing Guide & Services · 2023/24

CCS IMAGING CENTER

File Preparation

Print Ready

The Imaging Center will not resize, crop, or alter your file in any way. All files must be ready for print. **All files are printed at their "actual size".**

Accepted File Types:

- high resolution .jpg
- flattened PDF (X-1a or X-4) - Combine *multiple like-sized* PDF files into a single PDF.

The Imaging Center does not accept Illustrator, InDesign, or Microsoft Office or **PNG** files.

IS YOUR FILE "PRINT READY"?

PROOF CONTENT
Proof your document for **spelling**, layout, and page order.

SET RESOLUTION & FILE TYPE
Save your file as either a high resolution **JPG** or flattened combined **PDF**. 300-360 dpi is recommended.

CHECK DIMENSIONS
After saving your print file, open your new file in Adobe Acrobat. Check the dimensions. The IC prints everything at **actual size.**

Print Resolution

A higher print resolution does not always yield a higher quality print. The final print quality involves various factors such as the following:

How the image was captured and processed, the type of substrate, what printer the image was printed on, and the viewing distance. For example, a textured paper (e.g. watercolor, cold-press, canvas or linen) will never print as crisply as a smooth paper. If you have text, it will print cleaner if you use a vector program such as Illustrator and print from a pdf. Pixel-based program such as Photoshop are better for photographs.

Deciding on Luster or Matte paper is a personal aesthetic choice. Glossy/luster will always print darker blacks and crisper image than matte papers. However, some people like the softer gradients produced by matte papers and the texture options offered.

Maximum resolution recommended: **360 DPI.**
Minimum resolution recommended: **180 DPI**.

Depending on the viewing distance and application, less resolution can work. But a typical resolution for a critiqued piece is 300-360 DPI.

Working in Photoshop?

SAVE AS A COPY!
"Export" works well for Adobe Illustrator and InDesign. But avoid the Export feature in Photoshop. Use **"Save As" or Save as a Copy".**

Services Offered

- **Laser Prints:** up to 12x18", double-siding, books, resumes, lots of paper options from French and Neenah.

  Laser Subforms:
  - Saddlestitch books
  - Standard Business Cards
  - Perfect-bound books

- **Finishing Services:** Wire and Coil binding, Stack-cutting and 1.25" Buttons

- **Inkjet Prints:** up to 44" on a 50-100' roll. Final presentations, exhibits, archival papers.

- **Plotter Prints:** up to 44" on a 50-100' roll. 1st and 2nd critiques, posters, draft/graphic quality printing and papers.

- **Riso Printing:** Spot color printing for small run zine, flyers or special projects. Color-separated file prep required by customer.

Reprint Policy

By submitting a form to the IC, students accept all liability with the set-up of their files. Reprint requests must be made before an order leaves the IC. Please visit the IC website to read our full reprint policy.

Submission Process

1. **Login and Let's Print**
   Login to CCS Access Manager, and click Let's Print.
   Select the correct form.

2. **Submit**
   Fill out the form and hit submit! Close your browser window after submitting your job. You will receive an automated confirmation email. Watch for another email from us.

3. **Check your email, make a pick-up appointment**
   Our staff will email you with a price quote and an estimated pick up time. If we have any questions for you about your order, we will reach out via email or phone.

   Your pick up time will include a Calendly link. Schedule an appointment for pick-up either in-person or 2nd floor Smart Lockers.

   Most services take 1-2 business days. Turnaround times are extended ahead of midterms, finals and industry days.

WEBSITE & FORMS ACCESS

Working with Color

Monitor Calibration

The monitors in the IC are calibrated on a bi-weekly basis. We use X-Rite i1Profiler software and hardware to calibrate our monitors. To simulate the IC paper selection, the color temperature of our monitors are calibrated to 5000 degrees Kelvin.

The range of reproducible colors available for a printed out photographic image will ***always be smaller*** than the range that can be displayed on a monitor.

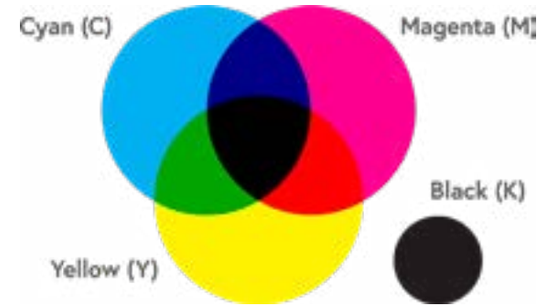
Color Spaces at the IC

- **Laser Printers:** The Canon imagePRESS 810/910 printers use **U.S. Web Coated CMYK (SWOP) v2**. This is the smallest color space. Do not convert your original file to this space if you plan on using your image for online purposes or on other printers. Be sure to save your printable file under a new name. (For example, add “CMYK” or “PRINT” to the end of your file name.)

- **Wide-Format Printers: Plotter :** All of our Inkjet and large format printers run through an Onyx Rip System, which uses **Adobe RGB 1998.** This is a large colors space and a great color space to work in, even with your working file. (We do not print in Adobe Pro-Photo which we do not print in at this time.) If you are making specific color corrections for printing, it is still a good idea to save your printable file with it’s own name, or a new ending to the file name. Keep your “to-print” file separate from your working file.

- **Risograph Printer:** Risograph (RISO) printing does not use a 4-color CMYK process. RISO printing uses **spot colors**; it prints only one color at a time. If you are setting up a file for Risograph printing, you will need to send us a color-separated file (i.e. a multi-page grayscale pdf, with each color laid out on a different page.) If you would like to submit a Riso service job, please checkout our website for more detailed instructions. Alternatively, you can reach out for a 15-minute consultation!

The IC will not color correct your file. If color accuracy is important, we highly recommend that you first print a test strip or proof page.



Steps you can take to improve your color

Convert your Color Space

The IC works in both an **Adobe RGB 1998** and **U.S. Web Coated CMYK (SWOP) v2** color space.

Learn more about Soft-proofing and Color conversion here.

In general, working in a large colorspace is best, such as Adobe RGB 1998. “Soft-proofing” allows you to view your print in CMYK without converting it.

Print a Test Strip or Proof Page

Test strips for large format prints are free! You will need to make a 2” slice of your image by the printer width.

Follow directions here and submit using the Test Strip form

Sheet-printing (e.g. Laser) does not have free test strips. If printing several copies, we recommend paying for 1 proof copy before submitting a final.

i1Display Pro Calibrator Rentals

The IC checks out color calibration equipment for monitors to students for free!

Equipment can be checked out in-person by appointment through Calendly.

Make an appointment to check out a device from the IC. Rentals are free for current CCS students, staff, and faculty.

Visit Calendly.com/ccs_ic

Canon Laser Printing

Laser printing is ideal for flyers, business cards, postcards, process books, & final class projects.

The Canon imagePRESS 810/910 laser printer consistently reproduces clear, sharp images with lifelike skin tones, smooth gradients, and color accuracy.

Maximum laser paper size: 12x18.
Please note that this printer does not print full bleed.

Despite our best efforts and yours, due to the nature of color laser printing, colors will shift throughout the day and from day to day, even with consistent calibration. This is a natural occurrence. We will not be able to exactly match prints that were printed at separate times.

Variations in the surface of speciality textured and cotton papers are beyond our control. The IC is not responsible for occasional natural flaws and will not reprint because of paper variations.

Double-Sided Printing

Files must be submitted as a single PDF in order to print double-sided correctly. Separate files will not be accepted for double-sided printing. Make sure to have all pages in the order that they should be printed.

Short Edge: pages are flipped or bound along the short edge of the sheet.
Long Edge: pages are flipped or bound along the long edge of the sheet.

This could change depending on your page orientation.

Do not save your InDesign file with “spreads”, unless you have properly put your pages in the correct “printer spread” order. The IC is not responsible for pages that are out of order.

Double-sided tolerance

The IC regularly maintains the registration on our regularly stocked papers. Unfortunately, the laser printer is not able to provide 100% accurate double-sided printing. The Canon 810/910 has an overlap of appoximately 1/16”. This means that all double-sided prints will not line up perfectly; they will be off-center by up to 1/8”.

Additional Features

- **Tiling:** You can print a larger print spread across several pieces of paper through “Tiling”. Tiled print requests must be submitted to the Imaging Center as a high resolution .jpg file.
- **Imposition (Ganging Up):** The Imaging Center can “impose” or “gang up” or “print multiples on a page”. This is great for printing postcards, tarot cards, and half-sheet flyers.
- **BYOP: Bring Your Own Paper:** BYOP papers must be approved by IC staff. Include a specifications sheet from the paper brand with GSM. Please reach out before you make a purchase. We recommend French Paper, Mohawk, Domtar and Neenah. We do not accept BYOP sticker, glossy or glitter papers.

LASER PRINTING *price guide*

Flyers · Postcards · Saddle Stitch Booklets · Business Cards · Process Work

TURNAROUND: 1 BUSINESS DAY

PAPER TYPE	8.5” x 11”		11” x 17”		12” x 18”	
	1st side	2nd side	1st side	2nd side	1st side	2nd side
Hammermill - 28# Bond	$0.70	$1.20	$0.75	$1.25	$0.80	$1.30
Hammermill - 100# Cover	$0.80	$1.30	$1.00	$1.50	$1.00	$1.50
Sterling Gloss - 80# Text	$0.70	$1.20	$0.75	$1.25	$0.80	$1.30
Sterling Gloss - 100# Cover	$0.80	$1.30	$1.00	$1.50	$1.00	$1.50
French Paper - 70# & 80# Text	$0.70	$1.20	N/A		$0.80	$1.30
French Paper - 80# & 100# Cover	$0.80	$1.30			$1.00	$1.50
Neenah Paper - 70# & 80# Text	$0.70	$1.20			$0.80	$1.30
Neenah Paper - 80# & 100# Cover	$0.80	$1.30			$1.00	$1.50
Fusion Repositionable - STICKER	N/A				$2.50	N/A
Fusion Soft Polyester - Cover					$2.50	$2.50
Bring Your Own Paper - BYOP	$0.50	$0.75	$0.50	$0.75	$0.50	$0.75

Laser Printing Extras

Special enough to need their own form!

LASER SUB-FORMS!

The range of reproducible colors available for a printed out photographic image will ***always be smaller*** than the range that can be displayed on a monitor.

Specialty Subforms

- **Saddle-stitch booklets:** A saddle-stitched bind is among the cheapest and most common methods of bookbinding. Folded sheets are nested by the printer, one inside the other, and stapled through the fold line.

  Students can designate a thicker stock for the cover and a thinner stock for the insides. If there is nothing specified, the booklet will be printed on the same media.

- **Standard-Size Business Cards:** Our InDesign template allows the IC to do the heavy lifting and cut the cards for you! The IC can cut standard-sized business cards, provided customers use our **template** which is available for download via our Campus Office page.

  Be sure to follow all directions and guidelines on our website. Feel free to make a consultation appointment if you have questions.

  The standard turnaround time for printing & cutting is 48 hours (two full business days). During midterms and finals, turnaround times can increase up to 2-3 additional business days.

Details on Saddle-stitch booklets

Details on Standard-Size Business Cards

THINGS TO REMEMBER BEFORE YOU SADDLESTITCH

Recommended
max. no. of pages: 64 pages
Max. no. of pages: 100 pages
Min. height: 5.5”

Total number of pages:
A multiple of four
(i.e. 4, 8, 12, 16, etc.)

We cannot print “full-bleed”:
There will be a 1/8” (approx.) white border on all edges, except the spine.

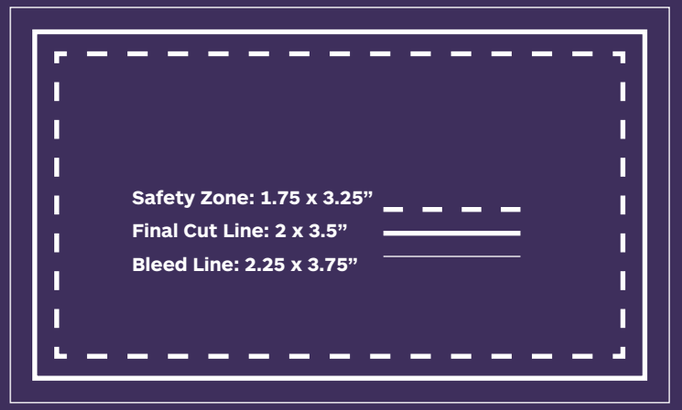
Be kind to yourself:
Submit pages!
If you do not need a bleed or crop-marks, it is simplest to submit pages in a pdf, rather than spreads. If you do submit spreads, be sure they are **printer spreads,** not reader spreads.

STANDARD BUSINESS CARD CUTTING

Use the InDesign template on the IC Campus Office page!

File set-up:
Submit your file as a 2-page pdf (front- and back-side) sized at 2.25 x 3.75” (with bleed).

Printing Vertical Business cards?
We can only double side on the short side! If you want a vertical business card, make sure you landscape-oriented cards are set up “end-to-end”.



LASER PRINTING EXTRAS *price guide*

Saddle Stitch Booklets · Standard Business Cards Printing and Cutting

TURNAROUND: 1-3 BUSINESS DAYS

PAPER TYPE	Price reference	Paper size reference	Extra service charge
SADDLE-STITCH BOOKS	See standard laser printing prices.	Typically 11x17 double-sided text weight. Soft cover is optional.	Saddle-stitch binding is FREE!
notes	Number of pages must be a multiple of four. (e.g., 4, 8, 12, 16, etc.) Priced per sheet. (i.e. divide number of pdf pages by 4 to calculate price.)		
STANDARD-SIZE BUSINESS CARDS PRINTING AND CUTTING	See standard laser printing prices. BYOP not available.	12x18 double-sided Short-side flip only Select cover-stocks 24 cards to a sheet.	$3.00 per order (up to 10 sheets) 5 or more sheets includes a box
notes	We recommend using the IC InDesign template on our website. IMPORTANT DIMENSIONS: Bleed: 2.25x3.75” (This is your document size.) Safety zone: 1.75x3.25” (Keep all text and important content in this area.) Final cut size: 2x3.5” (Final cut may show bleed area and cut up to safety line.)		

Laser Printing & Perfect Binding

LASER SUB-FORMS!

COVER SET UP

Your cover should be uploaded as a **separate pdf file** and set up as spreads. Check out our template online for more information.

IMPORTANT INFORMATION:
Bleed: At least a 1/4" on all sides
Spine Width: Varies based on the number of inside sheets in your book. Please use the chart below.
Safety Area: 1/4" on all sides

SPINE CALCULATIONS

No. of sheets	Approx. spine width
20	.16" / 4mm
30	.19" / 5mm
40	.23 / 6mm
50	.27" / 7mm
60	.31" / 8mm
70	.35" / 9mm
80	.4" / 10mm
90	.44" / 11mm
100	.48" / 12mm

Perfect Binding is a type of binding where single sheets are glued together against a flat spine. Because of the square spine, the pages do not lay flat while you are flipping through them, and it is recommended for books that are 50+ pages double-sided (25+ sheets). This binding process is great for thicker photo albums, catalogs and portfolios, and self-published artists' books. If your book is less than 25 sheets, you may want to consider a saddle-stitch or wire/plastic bound book.

Proof vs. Final

We highly recommend getting a proof of your book. Proof copies are printed on the papers that you have selected at the sizes you submit. If you are supplying your own media, make sure to supply the IC enough paper for the proof & final copies.

To Submit a Proof Copy: Fill out the "Perfect Binding" form online. As you go through the form, select "Yes, I would like a Proof copy." After you pick up your finished proof copy, you will fill out a "Perfect Binding Proof Approval" form. In order to ensure the IC prints the correct files for your final, you will need to re-upload your files in your proof approval form. This will be your final submission.

If you pay for a full-price proof copy, your first final copy will be 1/2 price. Proofs are labeled with a removable bookmark. The bookmark will have a qr code that links to the Proof Approval form.

Turn-around times

The standard turnaround time for a proof copy or final perfect-bound book is 3-8 business days, not including weekends. IC staff typically sets aside 1 weekday to focus on perfect-binding. This day changes each semester. Please contact the IC if you want to plan for a certain date.

The perfect binding process at the Imaging Center is done all by hand and takes a considerable amount of production time which pulls trained staff & management away from their other duties. For this reason, the IC reserves the right to deny perfect binding requests. We may recommend other options for booklet binding (saddle-stitch or wire/plastic coil).

Details on Perfect Binding

PERFECT BOUND BOOKS *price guide*

Perfect Binding · Soft Cover Booklets · Bulk Pricing · Stack Cutting · Glue Binding

TURNAROUND: 3-10 BUSINESS DAYS

PAPER TYPES OFFERED all papers are the same price		No. of sheets	IC Paper	BYOP* bring your own paper
body/text	cover		single/double sided	single/double sided
SET UP FEE - PERFECT BINDING		**$5.00 per book**		
SET UP FEE - COVER		**$2.00 per cover**		
Hammermill - 20 & 28# Color Copy Sterling Gloss - 80# Text French Smart White - 70 & 80# Text Neenah Solar White - 70# Text		10-20	$0.35	$0.25
		21-40	$0.34	$0.24
		41-60	$0.33	$0.23
		61-80	$0.32	$0.22
Hammermill - 100# Cover Sterling Gloss - 100# Cover French Cover - 80 & 100# Cover Neenah Paper - 80# & 100# Cover Fusion Soft Polyester		81-100	$0.31	$0.21
		101-120	$0.30	$0.20
		121-150	$0.29	$0.19
		151+	$0.28	$0.18

* Students can supply their own paper, (BYOP= Bring Your Own Paper) but some papers won't work in our printer or binder, so check with an IC Tech prior to submission.

Finishing: Coil binding, Stack-cutting, & Buttons

The Imaging Center offers spiral or wire binding up to 11” in length, and stack cutting up to 18”. Submit your book with pages in the correct order, orientation and from front cover to back cover.

“Binding and Cutting Only” Form

Binding and cutting services are offered through two different forms: the “Laser Printing” form and the “Binding and Cutting Only” form. If you would like the IC to print your book as well as bind, we recommend using the “Laser Printing” form.

Coil / Wire Binding:
Max. spine length: 11” (on the bound side)
Gutter-width: 3/8” This is your margin on the bound-edge (gutter-side) of your book.
All pages must be the same size. Books with varied papers and sizes may be denied.

Stack-Cutting:
IC Cutting Tolarance: 1/16”.
Min. sheet count: 15 sheets
Max. number of cuts per sheet: 8
The IC will not stack-cut tiling or business cards.

Printing & Binding through the Laser form:
Save your file with crop marks and bleed.
Alternatively, you can check “add crops marks” on your online submission form.

STACK-CUTTER LIMITATIONS

CAN THE IC TRIM CUSTOM COVER SIZES FOR COIL / WIRE BINDING?
It depends.

If you are submitting and dropping off an already printed book, IC staff will give you covers to trim to size on the rotary trimmers.

If the booklet is being printed in the IC and then trimmed **within the same order,** the IC will include the covers in the stack-cutter.
If this you: Select your finishing options through the laser form.

THESE ITEMS DO NOT BELONG IN THE STACK CUTTER

- <15 sheets
- >8 cuts per sheet
- Business cards
- Tiling jobs
- Cardboard
- Matte-board
- Poster-board
- Chip-board
- Sketchbook covers

Buttons

The Imaging Center can make 1.25” buttons. Buttons are made by hand and are subject to longer turn around times leading up to Industry days, Stickercon, Noel Night and various CCS and Detroit-based events.

Each button costs: $0.35 with a maximum of 80 buttons/order.
All buttons are printed on our Hammermill 28# color copy paper.

Please use the button template on our Campus Office page. We also have a video tutorial available on our site and our YouTube Channel @ccs_imagingcenter.

FINISHING *price guide*

Plastic Coil · Metal Wire · Stack Cutting · Saddle Stitch Booklets · Buttons

TURNAROUND: 1-4 BUSINESS DAYS

BINDING TYPE	Coils* price per coil-bind max. binding length: 11”	COVER TYPES	Covers* max size: 11x17 8.5x11”	 11x17”
Plastic Coil - Assorted Colors	$1.00	Clear Gloss	$1.00	$1.50
2:1 or 3:1 Wire	$1.00	Clear Matte	$1.00	N/A
		Frosted	$1.00	
		Black	$1.00	$1.50
STACK-CUTTING	**up to 3 cuts (soft book)**	**up to 4 cuts**	**up to 6 cuts**	**up to 8 cuts**
15-sheets minimum	$0.75 per book	$1.00	$1.50	$2.00
BUTTONS				
1.25”: 80 buttons maximum	$0.35 per button Please use the IC template found on our website. Video tutorial can also be found on our youtube channel.			

*Custom-sizes: Customer may be asked to trim by hand before the IC binds.

Large-Format Printing

Plotter		Archival Inkjet
1ST CRITIQUE PROOF-OF-CONCEPT DORM ROOM POSTER GRAPHIC PRINT	BEST USES	GALLERY EXHIBITION FRAMED PIECES COLOR-CONSCIOUS DESIGN BRIGHT OR FLUORESCENT PRINTS DETAILED GRADIENTS
DRAFT OR GRAPHIC QUALITY	QUALITY	EXHIBITION PAPERS AND INKS
$1-3 PER SQ. FT / BW DISCOUNT	PRICE	$6-8 PER SQ. FT
1-2 BUSINESS DAYS*	TURNAROUND TIME	2-3 BUSINESS DAYS*
NO	ARCHIVAL	YES
LIMITED COLOR RANGE: CMYK	INKS / COLOR SPECTRUM	WIDE COLOR SPECTRUM: 12 INKS
	SIMILARITIES	
FREE TEST STRIPS · 44” ROLL PAPERS · CHARGED PER SQ. FT · RGB ADOBE 1998 COLOR SPACE		

*TURNAROUND TIMES ARE EXTENDED DURING MIDTERMS, FINALS AND AHEAD OF INDUSTRY DAYS.

Large-Format Inkjets: Plotter & Archival Inkjet Printing

All of the IC inkjet printers process through the same RIP software, Onyx Thrive. This software allows our printers to process several jobs at once leading to faster turn around times.

In order to speed up the printing process, you may be asked to re-save your file into a different format, flatten your image, divide a pdf or combine your jpgs into one file. We appreciate your patience and compliance with this process.

File Set Up Tips

- Outline your type prior to saving your file.
- Be sure your image is flattened – no layers
- Do not save over your working file! Make a new file just for printing.
- We recommend saving as a PDFx file.
- After saving or exporting your file for printing, open your file in Adobe Acrobat. Make sure everything looks correct. This IC is not responsible for spelling, grammatical, design or resolution errors in the file.

Plotter form!

Archival Inkjet form!

WHY ARE MY PRINTS IN A DIFFERENT ORDER?

Most of our large Inkjet paper offerings come on a roll. You image may print in the center of the roll, on the edge, or it may be “ganged-up” on the roll with other prints in your order. The IC will gang-up orders as need, giving everyone a quicker turnaround time especially during busy periods.

WHERE IS THE GUTTER?

We cannot guarantee a white border on your image. If you need a white border on each side of your image, please save that border into your file. Since we calculate your price based on your image area, adding a white border will increase your price accordingly.

WHY DOES MY PRINT HAVE A RAINBOW NEXT TO IT?

We use color strips in the gutter to ensure consistent color and clean printer heads throughout your print run! These always print outside of the crop area.

Large-Format Inkjets: Pricing Out Prints

Math 101: Calculating Price by the Square Foot

OVERVIEW

All of our inkjet printers are billed by the **square foot of the image size.** This means you do not pay for the excess paper on the roll outside of the crop marks.

This formula shows how to calculate the final price of your print job. All measurements must be in inches.

TRY IT OUT!

1. **Multiply in inches:**
   Length" × Width" = Square Inches
2. **Divide to get square feet:**
   Square Inches / 144 = Square Feet
3. **Multiply Square feet by price:**
   Square Feet ×
   Paper Cost (per square foot) =
   Cost of Print

EXAMPLE

24x36" print

Step 1: 24" × 36" = 864"

Step 2: 864" / 144 = 6 sq. ft.

Step 3: Choose your printer

Plotter Print: ($3/sq. ft)
3 sq. ft. × $3.00 = $9.00

Archival Inkjet Print: ($6/sq. ft)
3 sq. ft. × $6.00 = $18.00

EPSON PLOTTER *price guide*

Draft Quality · Proof-of-Concept · Reasonable Price · B/W Discounting · Free Test Strips

TURNAROUND: 1-2 BUSINESS DAYS

PAPER TYPE *max printable width	44" roll - Black and White (B/W) 43.75"	44" roll - Color 43.75"
STANDARD PAPERS		
24# Bond Paper	$1.00/sq. ft.	$1.50/sq. ft.
45# Bond Paper	$1.00/sq. ft.	$3.00/sq. ft.
8 mil Satin Paper	$1.00/sq. ft.	$3.00/sq. ft.
SPECIALTY PAPERS - no discount on b/w prints		
Epson Backlit Transparency Paper	$3.00/sq. ft.	$3.00/sq. ft.

EPSON ARCHIVAL INKJET *price guide*

High Quality · Photographs · Final Presentation · Specialty Papers · Free Test Strips

TURNAROUND: 2-3 BUSINESS DAYS

PAPER TYPE *max printable width	13" x 19" 12.72" x 18.58"	16" roll 15.75"	17" roll 16.75"	24" roll 23.75"	36" roll 35.75"	44" roll 43.75"
STANDARD PAPERS						
Enhanced Matte	N/A		$6.00/sq. ft.			
Premium Luster	N/A	$6.00/sq. ft.	N/A	$6.00/sq. ft.		
Premium Semimatte	N/A			$6.00/sq. ft.		
Watercolor Sheet	$4.00/sheet	N/A				
SPECIALTY PAPERS						
Hahnemuhle Rice Paper	N/A			$6.00/sq. ft.		
Exhibition Canvas Matte	N/A		$6.00/sq. ft.			
Cold Press Bright	N/A		$6.00/sq. ft.			
Hot Press Natural	N/A		$6.00/sq. ft.			

Risograph Printing

RISO is a cost-effective self-publishing tool and is ideal for posters, graphic prints, comics, zines, or art books. As a printing method, a risograph printer could be consided digital screen printing. It uses brightly colored inks, or “spot colors” allowing a wide range of bright and beautiful colors.

IC Riso Colors

Pantone Color | hex code

Burgundy **235 U** **914E72**	**Fluo-Pink** **806 U** **FF48B0**	**Bright Red** **185 U** **F15060**	**Orange** **021 U** **FF6C2F**
Copper **1525 U** **BD6439**	**Sunflower** **116 U** **FFB511**	**Yellow** **Yellow U** **FFE800**	**Light Lime** **387 U** **E3ED55**
Green **354 U** **00A95C**	**Hunter Green** **342 U** **407060**	**Mint** **324 U** **82D8D5**	**Mist** **5527 U** **B8C7C4**
Teal **321 U** **00838A**	**Blue** **3005 U** **0078BF**	**Federal Blue** **288 U** **3D5588**	**Black** **Black U** **000000**

Download an Adobe swatch file (.ase) of IC spot colors on our Campus Office page.

A Risograph prints one color at a time, and files must be color-separated. Multiple colors can be added by running paper through the Riso multiple times. If you are looking for photographic quality reproduction or a perfect reproduction, we recommend using the Imaging Center’s laser or inkjet printing services instead.

Risograph Ink is considerd enviro-friendly since it is soy and rice-based. Riso ink dries through a combination process of absorption and evaporation; so the paper must be uncoated. These inks never fully cure. Similar to newsprint, rubbing the ink with your finger, even once “dry”, can result in smudging. This is a natural occurrence.

Participate in CCS Riso

Service Printing: Riso service printing is availabe through our online form submission. In-person proof approval is required. ***Check out our Campus Office page for file setup instructions.***
Riso Training: Offered only in the Fall, students can apply for a 3-week hands-on printing course. Trained students can rent time in the Riso Room year-round. Space is limited.
Riso Printing events: Student lead clubs and organizations frequently use the Risograph for club events! Keep an eye on the weekly student email for Pop-up printing days!

RISOGRAPH PRINTING *price guide*

Zines · Color-Separated Prints · High Volume Production · Eco-friendly Ink

TURNAROUND: 3-10 BUSINESS DAYS

PAPER TYPE	No. of sheets	1 Color		2 Colors		3 Colors		4 Colors	
		8.5 x 11”	11 x 17”	8.5 x 11”	11 x 17”	8.5 x 11”	11 x 17”	8.5 x 11”	11 x 17”
INITIAL PLATE SET UP FEE (per color, per page)		**1 Color $1.00**		**2 Colors $2.00**		**3 Colors $3.00**		**4 Colors $4.00**	
Cougar Domtar 70# Text Natural & White IC Proofing Paper	5-20	$0.40	$0.50	$0.50	$0.60	$0.60	$0.70	$0.70	$0.80
	21-100	$0.15	$0.25	$0.25	$0.35	$0.35	$0.45	$0.45	$0.55
	100+	$0.05	$0.15	$0.15	$0.25	$0.25	$0.35	$0.35	$0.45
IC French Paper 70# Text	5-20	$0.50	$0.60	$0.60	$0.70	$0.70	$0.80	$0.80	$0.90
	21-100	$0.20	$0.30	$0.30	$0.40	$0.40	$0.50	$0.50	$0.60
	100+	$0.10	$0.20	$0.20	$0.30	$0.30	$0.40	$0.40	$0.50
IC French Paper 80# / 100# Cover	5-20	$0.65	$0.75	$0.75	$0.85	$0.85	$0.95	$0.95	$1.00
	21-100	$0.35	$0.45	$0.45	$0.55	$0.55	$0.65	$0.65	$0.75
	100+	$0.25	$0.35	$0.35	$0.45	$0.45	$0.55	$0.55	$0.65
Bring Your Own Paper - BYOP	5-20	$0.30	$0.40	$0.40	$0.50	$0.50	$0.60	$0.60	$0.70
	21-100	$0.10	$0.15	$0.15	$0.30	$0.30	$0.35	$0.45	$0.55
	100+	$0.05	$0.10	$0.10	$0.20	$0.20	$0.30	$0.35	$0.45

Contact Information

phone: 313-664-1507
email: ic@ccsdetroit.edu

Social Media

Calendly: calendly.com/ccs_ic
Instagram: ccsimagingcenter
YouTube: ccs_imagingcenter

Hours of Operation

Monday - Thursday: 8am - 7pm
Friday: 8am - 4pm
Saturday - Sunday: Closed
Open hours are subject to change

Please Note

Our website will always be considered the most up-to-date resource!

CCS IMAGING CENTER

Questions? Contact us!

Schedule a consultation at calendly.com/ccs_ic