


# How to Guide – Ordering Print Work

- Fill out Requisition Form
  - Attach job Requisition form, Job file to be printed and email to [UMProductionPrint@Ricoh-usa.com](mailto:UMProductionPrint@Ricoh-usa.com)
  - In the email explain any additional details or information pertaining to your Job Order.
  - All jobs will be delivered based off of time agreed upon by both parties
  - Required Payment Methods will be via PO or Pcard
  - If you have any questions please call or email
    - 305-348-7426 or 786-269-3481
    - Operation Hours 8:00AM – 6:00PM
    - [UMProductionPrint@Ricoh-usa.com](mailto:UMProductionPrint@Ricoh-usa.com)



Ricoh Contact: 305-348-7426  
 UMProductionPrint@ricoh-usa.com

## JOB REQUEST FORM

LOCATION: \_\_\_\_\_

Requested By: _____		Department: _____	
Building: _____	Room#: _____	Phone Number: _____	Email: _____

Customer Name: _____		Phone: _____	Dept: _____
Payment Approver Name: _____		Job #: _____	Account #: _____ PO #: _____
Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> Master Card- Name as it appears on Card: _____			
Credit Card Number: _____		Expiration: _____	CVV: _____
Amount Approved to be Charged: _____		Card Holder Signature: _____	
This form will bind you to the responsibility of payment to the orders you are placing to your account			

Job Name: _____		Job Request _____	
# of originals: _____	# of sets: _____	Confidential <input type="checkbox"/>	
Date/time received _____	Date/time due _____	Exam <input type="checkbox"/>	

Copying/Printing/Finishing/Scanning			
<input type="checkbox"/> 8.5" x 11"	<input type="checkbox"/> 8.5" x 14"	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> Special Request: _____
<input type="checkbox"/> As Original	<input type="checkbox"/> Card Stock (65,80,100 lb)	<input type="checkbox"/> Staple UL	<input type="checkbox"/> Staple DBL L
<input type="checkbox"/> One-Sided	<input type="checkbox"/> Glossy Paper	<input type="checkbox"/> Booklet	<input type="checkbox"/> Comb Bind
<input type="checkbox"/> Two-Sided	<input type="checkbox"/> NCR (2,3,4,5)	<input type="checkbox"/> No Staple	<input type="checkbox"/> Paper Clip
<input type="checkbox"/> Color Copies	<input type="checkbox"/> Acetate Cover	<input type="checkbox"/> 3 Hole Punch	<input type="checkbox"/> Binder Clip
<input type="checkbox"/> Collated	<input type="checkbox"/> Blue Linen/Black Vinyl	<input type="checkbox"/> 2 Hole Punch	<input type="checkbox"/> Laminate
<input type="checkbox"/> Copy Tagged Only	<input type="checkbox"/> Transparencies	<input type="checkbox"/> Spiral/GBC Bind	
<input type="checkbox"/> Color Slip Sheet	<input type="checkbox"/> Resume Paper	<input type="checkbox"/> Tape Bind	<input type="checkbox"/> Scanning
<input type="checkbox"/> Color Paper: Color Request _____		<input type="checkbox"/> Scantrons:(Circle Color) Blue or Green	

Job Received / Picked up by: \_\_\_\_\_ Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Special Instructions: _____	Waste _____	QC By: _____
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Quantity	Description	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Sub-Total _____	Tax _____	Total _____

# 4x6 Card will be given to each employee impacted

# RICOH

## COPYING & PRINTING SERVICES

*"We are moving, but we are only a phone call or email away!*

*We will continue to provide you with the same dependable services you've come to expect for your copy and special print needs.*

*Call us 305 - 348 - RICOH (7426) or email us at [UMProductionPrint@Ricoh-USA.com](mailto:UMProductionPrint@Ricoh-USA.com) and we will be there to pick and deliver your next print job."*

## How to order Print Work

### - Fill out Job Request Form

- If you were not provided a Job Request form, please email us at [UMProductionPrint@Ricoh-usa.com](mailto:UMProductionPrint@Ricoh-usa.com)
- In the email explain any additional details or information pertaining to your Job Order.
- All jobs will be delivered based off of time agreed upon by both parties.
- Required payment Methods would be via PO, or PCard

Operating Hours Monday - Friday 8:00am to 6:00pm

### New Service Offerings For UM

Full Service Black & White Copy/Print	Full Service Color Copy/Print	NCR	Scanning
8.5" x 11" - 20lb	8.5" x 11" - 20lb		Each additional 10 pages
8.5" x 11" - 24lb	8.5" x 11" - 24lb	2 Part - 8.5" x 11"	
8.5" x 11" - 28lb	8.5" x 11" - 28lb	3 Part - 8.5" x 11"	<b>Foam Board Mounting</b>
8.5" x 11" - 67lb Card Stock - White	8.5" x 11" - 67lb Card Stock	4 Part - 8.5" x 11"	Foam Board Mounting - per square foot (3/16" thick)
8.5" x 11" - 80lb Card Stock - White	8.5" x 11" - 80lb Card Stock - White	<b>Finishing</b>	Foam Board Laminating - per square foot
8.5" x 11" - 80lb Gloss Text	8.5" x 11" - 80lb Gloss Text	Hole Punch - 2 or 3	Gator Board - per square foot (3/16" thick)
8.5" x 11" - 100lb Gloss Text	8.5" x 11" - 100lb Gloss Text	Staple	
8.5" x 11" - 100lb Gloss Cover	8.5" x 11" - 100lb Gloss Cover	Saddle Stitch - per	
8.5" x 11" - 100lb Matte Cover	8.5" x 11" - 67lb Parchment	Clear Cover or Black Vinyl	<b>Folding - Hand (Per Fold)</b>
8.5" x 11" - 20lb Color Paper	8.5" x 11" - 24 lb Bond - Resume	GBC (per set)	<b>Shrink Wrapping - per set</b>
8.5" x 11" - 67lb Color Card Stock	8.5" x 14" - 20lb	Coil (per set)	<b>Scantron</b>
8.5" x 11" - 67lb Parchment	11" x 17" - 20lb	Fast Back -(Tape) per set	Form 4521 (Blue or Green Form) - per 500 sheet pack
8.5" x 11" - 24 lb Bond - Resume	11" x 17" - 24lb	Tabs - 5 bank	Form 4521 (Blue or Green Form) - per sheet
8.5" x 14" - 20lb	11" x 17" - 28lb	Grommets (each)	
11" x 17" - 20lb	11" x 17" - 67lb Card Stock	Padding (per pad or per	
11" x 17" - 24lb	11" x 17" - 80lb Gloss Text	<b>Lamination</b>	
11" x 17" - 28lb	11" x 17" - 100lb Gloss Text	8.5" x 11"	
11" x 17" - 67lb Card Stock	11" x 17" - 100lb Gloss Cover	8.5" x 14"	
11" x 17" - 80lb Gloss Text	12" x 18" - Cougar 80lb UnCoated	11" x 17"	
11" x 17" - 100lb Gloss Text	12" x 18" - 80lb Gloss Text		
11" x 17" - 80lb Gloss Cover	12" x 18" - 100lb Gloss Text	<b>Color Oversize -</b>	
11" x 17" - 100lb Gloss Cover	12" x 18" - 100lb Gloss Cover	Plain Paper - Bond	
12" x 18" - 80lb Gloss Text	13" x 19" - 80lb Gloss Text	Photo Satin	
12" x 18" - 80lb Gloss Cover	13" x 19" - 100lb Gloss Cover	Photo Gloss	
12" x 18" - 100lb Gloss Text		Vinyl Scrim (Banner)	
12" x 18" - 100lb Gloss Cover			

### Quotes and Pricing:

Based off the complexity of the job, we ask that price quotes be emailed to the email provided so that we can respond to the request with in 24 to 48 hours after submission. So, if any questions should arise we can communicate with the originator for clarifications and expediting of the job.

Thank you  
Ricoh

# Pricing List Chart

(All prices on this list are subject to change)

Paper Prints	Type	Per Impression Currently	New Pricing Per Impression	Cost Difference
8.5" x 11" - 24lb - Bright HUE	B&W	\$ 0.070	\$ 0.300	\$ 0.230
8.5" x 11" - 20lb -	B&W	\$ 0.035	\$ 0.065	\$ 0.030
8.5" x 11" - 20lb & 28lb -	Color	\$ 0.350	\$ 0.400	\$ 0.050
11" x 17" - 20lb	B&W	\$ 0.040	\$ 0.090	\$ 0.050
11" x 17" - 20lb & 28lb	Color	\$ 0.850	\$ 0.900	\$ 0.050
8.5" x 11" - 67lb Card Stock - White	B&W	\$ 0.042	\$ 0.100	\$ 0.058
8.5" x 11" - 67lb Card Stock - Color	B&W	\$ 0.079	\$ 0.240	\$ 0.161
11" x 17" - 80lb Card Stock	B&W	\$ 0.135	\$ 0.260	\$ 0.125
11" x 17" - 80lb Card Stock	Color	\$ 0.450	\$ 0.520	\$ 0.070
<b>Finishing</b>				
Staple	Per Staple	\$ 0.025	\$ 0.060	\$ 0.035
Paper Clips	Per Clip	\$ 0.050	\$ -	\$ (0.050)
Rubber Bands	Per Band	\$ 0.050	\$ -	\$ (0.050)
GBC Comb - 1' > below	Per Comb	\$ 2.000	\$ 2.500	\$ 0.500
GBC Comb - 1' < Above	Per Comb	\$ 2.000	\$ 3.000	\$ 1.000
Clear Cover	Per Cover	\$ 1.250	\$ 1.500	\$ 0.250
Vinyl Black Back	Per Back	\$ 1.250	\$ 1.500	\$ 0.250
Combo - (Bind/Front&Back Cover)	Per Combo	\$ 5.000	\$ 6.000	\$ 1.000
Lamination - 5 Mil (8.5" x 11")	Per	\$ 1.750	\$ 2.000	\$ 0.250
Lamination - 5 Mil (11" x 17")	Per	\$ 3.500	\$ 4.000	\$ 0.500
Hand Folding	Per	\$ 0.090	\$ 0.100	\$ 0.010
Triming	Per Cut	\$ 1.250	\$ 1.500	\$ 0.250
Tape Bind	Per Bind	\$ 2.500	\$ 3.000	\$ 0.500
3 hole Drill	B&W	\$ 0.019	\$ 0.025	\$ 0.006
Delivery Charge - Rush Jobs				\$ 25.00