

STANDARD ITEMS AVAILABLE ONLINE

www.ou.edu/printing

Order OU stationery including standard letterhead, notesheets, business cards and envelopes online.
See your proof immediately. Ordering is easy with immediate results and no set-up fees.

❖ Indicates items that are available with immediate proofs and no set-up fee on our web site

❖ Letterhead Standard

8.5 X 11, cream stock,
OU red ink, OU Watermarked

\$41.00 | 500 sheets
\$24.00 | additional 500's
\$14.00 | 500 blank 2nd sheets

Letterhead Small

5.5 x 8.5, cream stock, OU red ink

\$46.00 | 500 sheets
\$24.00 | additional 500's

❖ Notesheets Small Padded

100 sheets per pad
4.25 x 5.5 cream stock, OU red ink
price includes any set up charges for new copy

\$41.00 | 500 sheets
\$24.00 | additional 500's

❖ Notesheets Large Padded

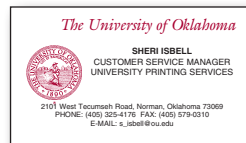
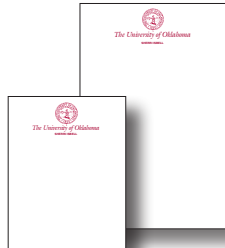
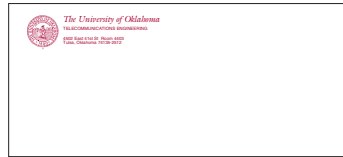
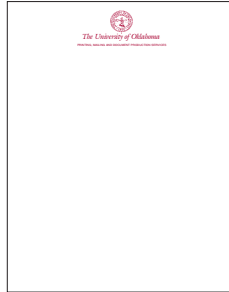
100 sheets per pad
5.5 x 8.5, cream stock, OU red ink
price includes any set up charges for new copy

\$48.00 | 500 sheets
\$17.00 | additional 500's

Remember;

Any alterations to the standard University of Oklahoma format should be approved by the Office of Public Affairs, 325-1701.

A **\$25.00** fee applies to rush orders.



❖ Envelopes #10 Regular

OU red ink / OU cream envelopes

\$61.00 | 500
\$36.00 | additional 500's

❖ Envelopes #10 Window

OU red ink / OU Cream envelopes

\$63.00 | 500
\$38.00 | additional 500's

Envelopes #9 Regular

OU red ink/ OU cream envelopes
add \$25.00 for copy changes or new copy

\$66.00 | 500
\$44.00 | additional 500's

❖ Envelopes #9 & #10 White

1-color ink
add \$25.00 for copy changes or new copy
for window envelopes add \$3.00 per 500

\$48.00 | 500
\$24.00 | additional 500's

❖ Business Cards

Black and OU red ink with optional University mission statement printed on the back
\$5.00 charge for proof

\$18.00 | 250 front only
\$28.00 | 250 front with special back
\$35.00 | 500 front only
\$50.00 | 500 front with special back

OTHER ITEMS AVAILABLE

www.ou.edu/printing

2101 West Tecumseh Road
325-4176
Monday – Friday
8:00 a.m. – 5:00 p.m.

Envelopes White Booklet

gum flap, 1 color on 1 side
add \$25.00 for copy changes or new copy

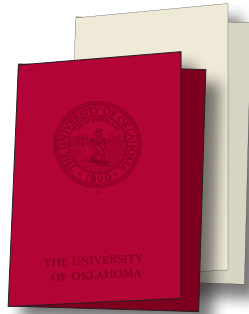
qty: 500	add'l 500's	paper size
\$64.00	\$30.00	6 x 9
\$66.00	\$39.00	9 x 12
\$86.00	\$52.00	9.5 x 12.5
\$92.00	\$60.00	10 x 13



NCR Paper Blank

8.5 x 11, blank
reverse sequence

\$9.00	2-part (250 sets)
\$10.00	3-part (167 sets)
\$11.00	4-part (125 sets)
\$13.50	5-part (100 sets)



Labels (Peel & Stick)

3 x 5, OU shipping labels, 1 color
(for boxes and large packages)
1 ¼ x 5, small OU shipping labels, 1 color
(for envelopes and small packages)

qty: 250	add'l 250's
\$50.00	\$24.00



“We OU A Thank You” Cards

6.5 X 4.5 cream with OU red and black ink
sold in packages of 50 cards with
matching envelopes

\$20.00 | per Package



Chant Cards

5 x 7 on White card stock with OU chant
around border

22¢	blank chant card
11¢	matching blank A-7 white envelope

Pocket Folders

9 x 12 with 2 pockets
embossed with OU Seal
available in cream or crimson

\$2.10	each
\$1.40	each for orders of 25 or more

Note Cards

6.25 x 4.5 cream note card
foil stamped with the OU seal

\$28.00	50 note cards
\$6.00	50 blank matching A-6 envelopes
\$130.00	first 250 printed envelopes w/return address
\$40.00	add'l 250 printed envelopes w/return address

Also available online

copy paper
printer paper
university forms

SERVICES AVAILABLE THROUGH COPY CENTERS

Crimson & Cream Copy Center

Oklahoma Memorial Union 900 Asp, Room 126,
325-4294
Monday–Thursday 8:00 a.m.–8:00 p.m.
Friday: 8:00 a.m.–6:00 p.m.

Collums Copy Center

201 East Lindsey
325-3429
Monday–Friday
8:00 a.m.–5:00 p.m.

Black and White Copies

Prices are for 8.5 X 11.
Double the price for 11 X 17.

Paper	Sides	1-100	101-750	751+
White 20#	One	7¢	5¢	4.5¢
	Two	10¢	8¢	7.5¢
Pastel & Astro	One	10¢	8¢	5.5¢
	Two	14¢	12¢	9.5¢
Specialty Linen	One	11¢	9¢	7¢
	Two	15¢	13¢	11¢
Cardstock	One	12¢	10¢	8¢
	Two	16¢	14¢	12¢
100% Cotton Bond	One	15¢	12¢	10¢
	Two	18¢	15¢	13¢

Color Copies

Prices are for single sided copies.
Add 35¢ to any size for the double sided price.

Paper	Size	1-100	101+
Laser 24 lb.	8.5 x 11	75¢	55¢
	11 x 17	\$1.00	\$1.00
Cardstock	8.5 x 11	85¢	65¢
	11 x 17	\$1.35	\$1.10
10pt Gloss Cardstock	8.5 x 11	\$1.00	\$1.00
	11 x 17	\$1.45	\$1.30

SERVICES AVAILABLE THROUGH COPY CENTERS

Conveniently serving you from two locations on the Norman Campus.
to meet your administrative and classroom needs.

	Set	1-2 Reams	2 Reams+
Printed NCR SETS Printed one side, black ink. Double sided is available.	2-part set	18¢	15¢
	3-part set	25¢	22¢
	4-part set	32¢	28¢
	5-part set	38¢	34¢

	Books	Coil	Comb	Wire
Binding Wire sizes up to 9/16 Vinyls covers can be added for an additional 25¢ per cover. Bids on requests call 325-1559 Fastback/tape machine \$1.60 per book	1-20	\$2.10	\$2.45	\$3.85
	21-50	\$1.95	\$2.30	\$3.60
	51-100	\$1.85	\$2.10	\$3.39
	101+	\$1.60	\$1.95	\$3.10
	Prices are per book			

Lamination Lisenze pouches are only 50¢ 8.5 x 11 90¢ 11 x 17 \$1.50	Transparencies 8.5 x 11 70¢ black and white \$1.30 color
Tabs 30¢ per tab \$1.00 set up fee per tab	Folding half-folding, z-folding, tri-folding 2¢ per sheet
Cutting 1¢ per sheet (\$2.50 minimum)	Drilling 3-hole punch 1¢ per sheet
Saddle Stitching 2¢ per sheet (minimum of 25¢ per book)	Digital Services \$45.00 per hour Scanning, Multi-up, Pasting, Cleaning

UNIVERSITY FORMS AND PAPER

www.ou.edu/printing

These forms, copy papers, and printer papers can be ordered easily on our website.

University Forms

OU#	Description	Qty per Pkg/box/Pad
OU-858-E	Refund Authorization	25 sets/pckg
OU-4052	Dept. Purchase Order Log	Single Sheets
OU-1126	Bursar Deposit Slip	each
OU-500-169-9-B	Envelope #10 Dept. Deposit (Bright Pink)	each
OU-557-169	Envelope 9x12 Dept. Deposit	each
OU-548	Campus Mail Envelope 9x12	100/pckg sold by pckg
OU-547	Campus Mail Envelope Small	500/box sold by the box
OU-549	Campus Mail Envelope 11.5x14.5	25/box sold by the pckg
OU-7086-A	Green Card	250 cards/pckg sold by the pckg
OU-CC101	Blue Card	250 cards/pckg sold by the pckg
OU-125	Interoffice Communication	100 sheets/pad sold by the pad
OU-1381-A	Invoice Set	100/pckg sold each
OU-1110-2	Long Distance Phone Call	250 sets/pckg sold by the pckg
OU-1271	Log (Small)	50 sheets/pad sold by the pckg
OU-305-B	Long Distance Phone Call	50 sheets/pad sold by the pckg
OU-4307-D	Log (8.5x11 landscape)	50 sheets/pad sold by the pckg
OU-907A	Memo Pad 5.5x8.5	25 sheets/pad sold by the pad
OU-160-C	Memo Pad 4.25x5.5	100 sheets/pad sold by the pad
OU-1185	Monthly Billing	100 sheets/pad sold by the pad
OU-6009	Purchasing Requisition	100 sheets/pckg sold by the pckg
OU-110	Telephone Memo 8.5x5.5	100 sheets/pad sold by the pad
OU-4019	Things To Do Today	100 sheets/pad sold by the pad
OU-220-1-E	Transmittal & Telephone Slip	50 sheets/pad sold by the pad
OU-4521	Transmittal Immediate Action	50 sheets/pad sold by the pad
OU-4887	State of Oklahoma Travel Voucher	25 sets/pckg sold by the pckg
	OU Laser Name Tags	20 sheets/pckg sold by the pckg
	Answer Sheets 200 questions	500 sheets per box
	Answer Sheets 120 questions	500 sheets per box
	Badge Holders	each
	Crimson Folder	each
	Cream Folder	each
	Note Cards	each
	Chant Cards	each
	Small Table Card	each
	Thank You	each

Copy Paper

8.5 x 11 White Paper	
INV#	DESCRIPTION
100	Xerox White
201	3-Hole Xerox White
255	25% Cotton Bond
838	Go Green Recycled
3003	State Contract

8.5 x 14 White Paper	
INV#	DESCRIPTION
150	Xerox White

8.5 x 11 Color Paper	
INV#	DESCRIPTION
105	Blue
106	Pink
107	Green
108	Canary
109	Buff
110	Goldenrod
111	Ivory
112	Gray
113	Salmon
114	Cherry
115	Tan
116	Orchid

8.5 x 14 Color Paper	
INV#	DESCRIPTION
160	Blue
161	Pink
162	Green
163	Canary
165	Goldenrod
166	Salmon
167	Cherry
168	Tan
169	Orchid

Printer Paper

INV#	SIZE	DESCRIPTION	SHEETS PER CASE
796	14.875 x 11	White	3500
800	14.875 x 8.5	Greenbar	3000
801	14.875 x 8.5	Greenbar 2-part	1500
802	14.875 x 8.5	Greenbar 3-part	1100
810	14.875 x 8.5	Greenbar	3500
815	9.5 x 11	White ½ Perf	350
816	9.5 x 11	White ½ Perf 2-part	1500
817	9.5 x 11	White ½ Perf 3-part	1000

LARGE FORMAT PRICING

Printing Services

2101 West Tecumseh Road.
325-4176
Monday-Friday
8:00 a.m - 5:00 p.m.

❖ Call for pricing on non-standard sizes

❖ Poster Printing

\$9.00 per square foot
- Gloss and Semi-gloss paper
\$12.00 - \$14.00 per square foot
- Vinyl, Canvas, and Polyester

Size	Price
11 x 17	\$12.00
18 x 24	\$27.00
24 x 36	\$54.00
36 x 48	\$108.00
Maximum size 43 x 360 inches	

❖ Banner Printing

\$9.00 per square foot
- Gloss and Semi-gloss paper
\$12.00 - \$14.00 per square foot
- Vinyl, Canvas, and Polyester

Size	Price
36 x 18	\$40.50
60 x 24	\$120.00
72 x 36	\$216.00
Maximum size 43 x 360 inches. Canvas and vinyl pricing.	

Lamination

\$2.00 per square foot for non-standard sizes.

Size	Price
8.5 x 11	\$1.50
11 x 17	\$3.00
18 x 24	\$6.00
24 x 36	\$12.00
36 x 48	\$24.00

Foamcore Mounting

\$3.00 per square foot for non-standard sizes
40 x 60 maximum

Size	Price
8.5 x 11	\$3.00
11 x 17	\$5.00
18 x 24	\$9.00
24 x 36	\$18.00
36 x 48	\$36.00

Miscellaneous: grommets, velcro, and easels are available at a minimal charge.

Design and Pre-Press services: \$50.00 per hour