

THE  
**HIGHLANDERS**  
PRINTING PRESS

GENERAL INFORMATION

8.5" X 11" (LETTER)  
8.5" X 14" (LEGAL)  
11" X 17" (LEDGER)

## TYPES

### COLORED

CARDSTOCK  
COPY PAPER  
COVER STOCK  
HEAVY PAPER

### WHITE

CARDSTOCK  
COPY PAPER  
COVER STOCK  
HEAVY PAPER

### SPECIALTY PAPER

BANNER PAPER  
(12"X40", WATERPROOF 12"X47.2")  
FIBER PAPER  
LABELS  
LINEN PAPER  
MAGNETIC PAPER  
VELLUM

\*PAPER MAY BE PURCHASED  
BY THE SHEET OR BY THE REAM\*

# PRODUCTS

BANNERS  
BOOKLETS  
BROCHURES  
BUSINESS CARDS  
CARBON-COPY FORMS  
CERTIFICATES  
INVITATIONS  
LABELS

NEWSLETTERS  
NOTEPADS  
PHOTOS  
POSTCARDS  
POSTERS  
PROGRAMS  
REPORTS  
STATIONERY

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## FINISHINGS

BINDING (PLASTIC COMB)  
COLOR/B&W PRINTING  
CUTTING  
FOLDING  
GLUING/PADDING  
LAMINATING (UP TO 26" WIDE)  
MOUNTING  
PERFORATION  
SCANNING  
STAPLING

PRODUCTS & FINISHINGS

# PRICING & ORDERING

Pricing for each job is based on quantity, paper type, finishings and labor.

Check the box on the order form to receive a quote if desired prior to printing.

OR

CONTACT US AT: [printingpress@houghton.edu](mailto:printingpress@houghton.edu)  
FOR MORE INFORMATION.

Print jobs for college departments receive a 10% discount.  
Tax-exempt organizations must have a tax-exempt certificate on file at The Highlanders Printing Press.

Set-up work required is an additional \$10 fee per job.

PRICING

ORDERING

ORDERS CAN BE...

...placed on our website: [www.houghton.edu/printingpressorder](http://www.houghton.edu/printingpressorder)

...brought in on a flash drive

...dropped off in hard copy format

**\*\*ALL ORDERS MUST INCLUDE A DEADLINE\*\***

You will receive an e-mail when your job is complete.

Basic copying & scanning jobs available during most open hours at The Highlanders Shop.

Payment is due at pick-up. We accept cash, checks & credit cards (\$5 minimum) for personal jobs.

## JOB PRIORITY

College jobs take priority over personal & community jobs. Jobs are completed on a first come, first served basis.

## LEAD TIME

1-2 days of lead time is generally sufficient.

3-4 days is preferred for large jobs (200+) & those requiring finishing work.

**\*\*RUSH JOBS WILL BE CHARGED AN ADDITIONAL 30% FEE\*\***

## SET-UP

Jobs must be submitted in print-ready format.

Set-up work required is an additional \$10 fee per job.

## COPYRIGHT

Copyright permission is the responsibility of the customer placing the order.

## PRINTING ERRORS

If there is an error in the document sent to The Printing Press, reprinting costs are the responsibility of the customer placing the order.

Any error made by the Printing Press staff in printing or finishing are the responsibility of the staff & reprinting/finishing will be done without any additional charges.

# POLICIES

# CONTACT INFORMATION

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PHONE: 585.567.9471

EMAIL: [printingpress@houghton.edu](mailto:printingpress@houghton.edu)

WEBSITE: <https://www.houghton.edu/printingpress>

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HOURS

MONDAY - FRIDAY

9:00AM - 1:00PM

(CLOSED FOR CHAPEL M,W,F 11:00AM - 11:45AM)

\*PICK-UP AVAILABLE DURING REGULAR SHOP HOURS\*

MONDAY - THURSDAY 9:00AM - 7:00PM

FRIDAY 9:00AM - 6:00PM

SATURDAY 11:00AM - 2:00PM

\*\*Hours will fluctuate some for general store coverage. Any exception will be part of the automatic e-mail reply and posted on the website\*\*

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Reinhold Campus Center

One Willard Avenue

Houghton, NY 14744