



WHAT WE DO

Suffolk University's RAM Print & Copy Center, operated by Ricoh, provides a wide array of services using state-of-the-art equipment and is available to all Suffolk faculty, staff, and students. Our professional staff is happy to answer any questions; please contact us to get started. Our services include:

- Copying (color & black/white)
- Large-format printing
- Mounting
- Laminating
- Folding
- Cutting
- Binding
- Scanning

HOW TO WORK WITH US

Requesting Services & Submitting Files

Our shop is print-ready. Be sure your project is complete and sized correctly before you submit it! If you're a student, you may submit your files in person or via email. If you're a faculty or staff member, you can also use our online ordering system, TRAC. If it's too large, please bring your project to us on a flash drive. While we prefer and recommend PDFs, we will accept Microsoft Word and PowerPoint files, too. You'll find more details about the ordering process on our website.

Please allow 24–48 hours to complete your job, especially for high-quantity and/or multi-step (e.g., printing, cutting, and mounting) requests.

Paying for Services

Faculty & Staff: Provide your department's GL code number when you submit your files.
Students: Use your Ram Card's Ram Account funds.

Picking Up Your Project

We'll email you once your job is complete and ready for pickup.

WHERE TO FIND US

Campus Location

Sargent Hall
120 Tremont Street, 1st Floor

Hours of Operation Monday–
Friday, 8 a.m.–5 p.m. (Closed for
lunch 1:30–2:30 p.m.)

Ricoh Site Manager

Sarah Lisuzzo

Email

ramprintshop@suffolk.edu

Phone

617-573-8413

Web

suffolk.edu/ramprintshop



@RamPrintShop

OUR COMMITMENT TO YOU

Ricoh resolves to deliver solutions to support Suffolk University's unique needs. It is our goal to consistently exceed your expectations of service, while continuing to provide an exceptional product.

We're committed to your satisfaction. Your job is always checked twice to ensure quality control. We also offer a 'no refusal of job' policy, and will go above and beyond to make sure your request is fulfilled.



Cost Per Impression

Black/White Ink	\$0.045
Color Ink	\$0.21
Large Format (Black/White or Color Ink)	\$5

Paper Stock

Customer-Provided	Free	100# White 8.5x11	\$0.11
20# White 8.5x11	Free	100# White 11x17	\$0.11
20# Pastel Color 8.5x11	\$0.05	100# White 12x18	\$0.11
28# White 8.5x11	\$0.04	67# Pastel Cover	\$0.06
28# White 8.5x14	\$0.05	Label Stock or Crack-n-Peel	\$0.08
28# White 11x17	\$0.06	Brilliant White Resume Paper	\$0.07
28# White 12x18	\$0.06	Business Cards (36)	\$1.29
80# White 8.5x11	\$0.11	Business Cards (60)	\$2.15
80# White 11x17	\$0.11	Business Cards (108)	\$3.87
80# White 12x18	\$0.11		

Mounted Posters

Foam Core–Mounted Poster 18x24	\$15
Foam Core–Mounted Poster 24x36	\$20
Gator Board–Mounted Poster 24x36	\$30

Binding & Finishing

GBC and Spiral Small/Medium	\$1.25	Folding	\$0.01
GBC and Spiral Large	\$2.50	Laminating 8.5x11	\$1
Corner Stapling	Free	Laminating 11x17	\$1.50
Saddle Stitch/Booklet	\$0.10	Fax Domestic	\$1
Cutting	\$0.01	Fax International (First Page)	\$2
Hole Punching	Free	Fax International (+ Pages)	\$1
Hand Collating	\$25/hour		