

## **Cost Saving Tips for Printing**

Use standard state contract paper instead of special ordered paper

Use standard #10 envelopes instead of state seal watermark

Use standard carbonless paper that is already collated

Standard Pre-Collated sets are:

2 part- white/canary

3 part- white/canary/pink

4 part- white/canary/pink/gold

5 part- white/green/canary/pink/gold

6 part- white/blue/green/canary/pink/gold

Order business cards in bulk instead of ordering for one person at a time

Order desk pads in even numbers

Order a minimum quantity of 2,000 to get a price break on letterhead and envelopes

Use one color ink. For the appearance of two-color, consider using shaded ink screened back to 10-60%

Using photos in printing requires a metal plate, which are more expensive than paper plates. Originals with screening also require a metal plate. Paper plates are 1/3 the cost of metal.

Black ink is less expensive than colored inks. Gold ink is more expensive than other common colors.

If a special paper must be ordered for a job, order by the carton and you can save up to 50% on paper costs versus buying broken cartons. Carton quantities differ depending on stock, size and weight.

Contact the Print Shop to find more ways to save on printing costs.