

Zap Copy is a not-for-profit printing service and retail shop.

We offer quality printing and supplies for students and the local community. As part of the University of Victoria Students' Society, all profits go back to students in the form of advocacy, events, and other services.

Our team of current and former UVic undergrads understands that student life is about more than just schoolwork. We're here to show you how to do more than print an essay; our goal is to provide a creative, supportive space that celebrates the diversity of our community.

Follow us on Instagram @thesub.yyj for the most up-todate information on service changes and promotions.

## **CONTACT US FOR A QUOTE**

250-721-8805 zaporders@uvss.ca zapcopy.com

# ETTER PRINTING (8.5X11)

_		•	&w	,		colour	
	impressions	single-sided	double-sic	led	single-side	d do	ouble-sided
	1-24	\$0.17	\$0.15		\$0.65		\$0.60
	25+	\$0.15	\$0.14		\$0.60	•••••	\$0.55
	50+	\$0.12	\$0.11		\$0.55	•	\$0.50
	100+	\$0.10	\$0.09		\$0.50	•	\$0.45
	250+	\$0.09	\$0.08		\$0.45	_	\$0.40
	500+	\$0.08	\$0.07		\$0.40		\$0.35
	1000+	\$0.07	\$0.06		\$0.35		\$0.30
	2000+	\$0.06	\$0.05		\$0.30	·····	\$0.25
	5000+	\$0.05	\$0.04	<u>.</u>	\$0.25		\$0.20
	copying	\$0.35	\$0.35		\$0.65		\$0.65
	~~~~~~	11" text stock (add or	1)	weight	ss ~~~~~~	ds ~~~~	buy
	enviro digital 100% re	ecycled		60lb/89gsm			\$0.05
	cougar smooth			70lb/104gsm	\$0.05	\$0.02	\$0.10
ted	cougar smooth			80lb/118gsm	\$0.07	\$0.03	\$0.12
uncoated	cougar smooth			100lb/148gsm	\$0.09	\$0.04	\$0.14
=	new white / natural c	ream		60lb/89gsm	\$0.11	\$0.05	\$0.16
	ivory linen			60lb/89gsm	\$0.08	\$0.04	\$0.13
	avery mailing labels 8	3.5x11 sheet		80lb/118gsm	\$0.70		\$0.75
	dull / gloss			80lb/118gsm	\$0.08	\$0.04	\$0.13
рa	dull / gloss			100lb/148gsm	\$0.10	\$0.05	\$0.15
coated	classic linen white pe	arl		60lb/89gsm	\$0.08	\$0.04	\$0.13
ľ	transparency				\$0.75		\$0.80
	kernowprint pro (PET)	synthetic		8 mil/261gsm	\$2.00	\$1.00	\$2.50
colour	earthchoice colors			20lb/75gsm	\$0.03	\$0.01	\$0.08
ខ	earthchoice hots / as	trobrights smooth		60lb/89gsm	\$0.05	\$0.02	\$0.10
	letter 8.5"x1	1" cover stock (add o	n)	weight	SS	ds	buy
	enviro digital 100% re	ecycled	~~~~	80lb/215gsm	\$0.17	\$0.08	\$0.23
	enviro digital 100% r	ecycled		100lb/270gsm	\$0.18	\$0.09	\$0.24
rted	cougar smooth			80lb/216gsm	\$0.13	\$0.06	\$0.18
uncoated	cougar smooth			100lb/270gsm	\$0.15	\$0.07	\$0.20
] =	cougar smooth			130lb/352gsm	\$0.30	\$0.15	\$0.35
	via linen pure white			100lb/270gsm	\$0.45	\$0.22	\$0.50
	dull / gloss			111lb/300gsm	\$0.20	\$0.10	\$0.25
coated	productolith semi-glo	cc (°18		12pt/256gsm	\$0.17	\$0.08	\$0.23
coa				84lb/227gsm			
	classic linen gold pea				\$0.50	\$0.20	\$0.55
colour	earthchoice hots / as			65lb/176gsm	\$0.12	\$0.06	\$0.17
8	fraser, genesis, neena	h or torchglow		65lb/80lb/100lb	\$0.20	\$0.10	\$0.25

\$5 min; priced per impression

PAPER SELECTION

#### single-sided double-sided single-sided double-sided **impressions** 1-24 \$0.19 \$0.17 \$0.80 \$0.75 \$0.17 \$0.14 \$0.75 \$0.65 25+ 50+ \$0.15 \$0.13 \$0.65 \$0.55 \$0.13 \$0.12 \$0.55 \$0.50 100+ \$0.50 \$0.45 250+ \$0.12 \$0.10 500+ \$0.10 \$0.09 \$0.45 \$0.40 \$0.09 \$0.08 \$0.40 \$0.35 1000+ \$0.30 2000+ \$0.08 \$0.07 \$0.35 \$0.07 \$0.06 \$0.30 \$0.25 5000+ \$0.65 \$0.45 \$0.45 \$0.80 copying weight legal 8.5"x14" text stock (add on) ds SS buy enviro digital 100% recycled 60lb/89gsm \$0.07 cougar smooth 70lb/104gsm \$0.07 \$0.03 \$0.12 80lb/118gsm \$0.10 \$0.05 \$0.15 cougar smooth \$0.20 100lb/148gsm \$0.07 cougar smooth \$0.15 \$0.17 \$0.12 \$0.06 80lb/118gsm dull / gloss dull / gloss \$0.17 \$0.08 \$0.22 100lb/148gsm \$4.50 kernowprint pro (PET) synthetic 8 mil/261gsm \$3.50 \$1.75 \$0.09 \$0.04 \$0.02 earthchoice colors 20lb/75gsm \$0.12 60lb/89gsm earthchoice hots / astrobrights smooth \$0.07 \$0.03 legal 8.5"x14" cover stock (add on) weight ds SS buy enviro digital 100% recycled 80lb/215gsm \$0.27 \$0.13 \$0.33 \$0.34 enviro digital 100% recycled \$0.29 \$0.14 100lb/270gsm cougar smooth \$0.25 80lb/216gsm \$0.20 \$0.10 cougar smooth 100lb/270gsm \$0.25 \$0.12 \$0.30 130lb/352gsm \$0.40 \$0.20 \$0.45 cougar smooth \$0.70 via linen pure white 100lb/270gsm \$0.65 \$0.32 \$0.35 \$0.30 \$0.15 111lb/300gsm dull / gloss productolith semi-gloss C1S 12pt/256gsm \$0.27 \$0.13 \$0.33 \$5 min; priced per impression

# **TABLOID PRINTING (11X17, 12X18, & 13X19)**

Ŋ		Name :	1 3 3				2	
		b&v	N			colour		
	impressions	single-sided	double-sided		single-sided	do	ouble-sided	
	1-24	\$0.25	\$0.23		\$0.90		\$0.85	
	25+	\$0.23	\$0.21		\$0.85		\$0.80	
	50+	\$0.21	\$0.17		\$0.80		\$0.70	
	100+	\$0.17	\$0.15		\$0.70		\$0.65	
	250+	\$0.15	\$0.14		\$0.65		\$0.60	
	500+	\$0.14	\$0.12		\$0.60		\$0.55	
	1000+	\$0.12	\$0.10	······	\$0.55		\$0.50	<b>.</b>
	2000+	\$0.10	\$0.09	······	\$0.50		\$0.45	·····
	5000+	\$0.09	\$0.08		\$0.45		\$0.40	
	copying	\$0.65	\$0.65		\$0.90		\$0.90	
		other sizes (	add on)		SS	ds		
	12"x18" (oversized ta				\$0.10	\$0.05		
	13"x19" (super tabloi				\$0.15	\$0.07		
	~~~~~~	text stock (add on)	weig	~~~~	\$\$ ~~~~~	ds ~~~~	<b>buy</b>	~~
p	enviro digital 100% re	ecycled	60lb/8				\$0.09	
uncoated	cougar smooth		70lb/10		\$0.10	\$0.05	\$0.15	
nuc	cougar smooth		80lb/11	<del>.</del>	\$0.13	\$0.06	\$0.18	
	cougar smooth		100lb/1		\$0.17	\$0.08	\$0.22	
þ	dull / gloss		80lb/11		\$0.15	\$0.07	\$0.20	
coated	dull / gloss		100lb/1	48gsm	\$0.20	\$0.10	\$0.25	
0	kernowprint pro (PET)	synthetic	8 mil/26	1gsm	\$4.00	\$2.00	\$5.00	
our	earthchoice colors		20lb/7	5gsm	\$0.07	\$0.03	\$0.12	
colour	earthchoice hots		60lb/8	9gsm	\$0.10	\$0.05	\$0.15	
	tabloid c	over stock (add on)	weig	ht	ss	ds	buy	
	enviro digital 100% re	ecycled	80lb/21	.5gsm	\$0.37	\$0.18	\$0.43	~~
	enviro digital 100% re	ecycled	100lb/2	70gsm	\$0.38	\$0.19	\$0.44	
ted	cougar smooth		80lb/21	.6gsm	\$0.25	\$0.12	\$0.30	
uncoated	cougar smooth		100lb/2	<del>.</del>	\$0.35	\$0.17	\$0.40	
5	cougar smooth		130lb/3		\$0.60	\$0.30	\$0.65	
	via linen pure white		100lb/2		\$0.85	\$0.42	\$0.90	
70	dull / gloss		111lb/3	<u> </u>	\$0.40	\$0.20	\$0.45	
oated	productolith comi	20 010	11110/3	Gram	Φ0.40	ψ0.20 ¢0.10	Φ0.43 Φ0.43	

12pt/256gsm

\$0.37

\$0.18

\$0.43

\$5 min; priced per impression

productolith semi-gloss C1S

PAPER SELECTION

# HANDBILL PRINTING (3.5X5.5)

	bð	&w		colour		
quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)	
50+	\$0.20	\$0.25	\$0.30	\$0.32	\$0.31	
100+	\$0.15	\$0.20	\$0.23	\$0.27	\$0.26	
250+	\$0.10	\$0.15	\$0.17	\$0.22	\$0.21	
500+	\$0.07	\$0.10	\$0.11	\$0.17	\$0.16	
1000+	\$0.06	\$0.07	\$0.09	\$0.11	\$0.10	
2000+	\$0.05	\$0.06	\$0.07	\$0.09	\$0.08	
5000+	\$0.04	\$0.05	\$0.06	\$0.08	\$0.07	

	handbill 3.5"x5.5" text stock	weight	add/unit
	enviro digital 100% recycled	60lb/89gsm	-
	cougar smooth	70lb/104gsm	\$0.01
	cougar smooth	80lb/118gsm	\$0.02
	cougar smooth	100lb/148gsm	\$0.03
	dull / gloss	80lb/118gsm	\$0.02
	dull / gloss	100lb/148gsm	\$0.03
	earthchoice colors	20lb/75gsm	\$0.01
	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.01
• • •			

	handbill 3.5"x5.5" cover stock	weight	add/unit
	enviro digital 100% recycled	80lb/215gsm	\$0.05
	enviro digital 100% recycled	100lb/270gsm	\$0.06
ated	cougar smooth	80lb/216gsm	\$0.04
nnco	cougar smooth	100lb/270gsm	\$0.05
	cougar smooth	130lb/352gsm	\$0.10
	via linen pure white	100lb/270gsm	\$0.15
ted	dull / gloss	111lb/300gsm	\$0.06
coa	productolith semi-gloss C1S	12pt/256gsm	\$0.05

<sup>\*\$10</sup> minimum; priced per unit

# **BUSINESS CARDS (3.5X2)**

4	be	&w		colour	
quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)
50+	\$0.20	\$0.25	\$0.25	\$0.30	\$0.28
100+	\$0.15	\$0.20	\$0.18	\$0.25	\$0.23
250+	\$0.10	\$0.15	\$0.14	\$0.18	\$0.16
500+	\$0.08	\$0.10	\$0.11	\$0.14	\$0.12
1000+	\$0.07	\$0.08	\$0.09	\$0.11	\$0.10
2000+	\$0.06	\$0.07	\$0.07	\$0.09	\$0.08
5000+	\$0.05	\$0.06	\$0.06	\$0.08	\$0.07
	business card 3.	5"x2" cover stock		weight	add/unit
enviro digital 100	D% recycled			80lb/215gsm	\$0.01
enviro digital 100	0% recycled			100lb/270gsm	\$0.02

80lb/216gsm

100lb/270gsm

130lb/352gsm

100lb/270gsm

111lb/300gsm

12pt/256gsm

\$0.01

\$0.03

\$0.05

\$0.02

\$0.01

\*\$10 minimum; priced per unit

productolith semi-gloss C1S

cougar smooth

cougar smooth cougar smooth

via linen pure white

b&w

colour

potocoun	potego vilolog	8	potcoonii

		bd	&w	colour				
	quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)		
	1-49	\$0.30	\$0.35	\$0.35	\$0.40	\$0.38		
	50+	\$0.25	\$0.30	\$0.30	\$0.35	\$0.33		
	100+	\$0.20	\$0.25	\$0.25	\$0.30	\$0.28		
	250+	\$0.15	\$0.20	\$0.20	\$0.25	\$0.23		
	500+	\$0.13	\$0.15	\$0.15	\$0.20	\$0.18		
	1000+	\$0.10	\$0.13	\$0.11	\$0.15	\$0.14		
	2000+	\$0.07	\$0.10	\$0.09	\$0.12	\$0.11		
		4"x6" te	ext stock		weight	add/unit		
	enviro digital 100	% recycled			60lb/89gsm	-		

	4"x6" text stock	weight	add/unit
_	enviro digital 100% recycled	60lb/89gsm	-
atec	cougar smooth	70lb/104gsm	\$0.02
nuco Tu	cougar smooth	80lb/118gsm	\$0.04
_	cougar smooth	100lb/148gsm	\$0.06
ted	dull / gloss	80lb/118gsm	\$0.05
00 00	dull / gloss	100lb/148gsm	\$0.07
DO .	earthchoice colors	20lb/75gsm	\$0.02
<u></u>	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.02
	4"x6" cover stock	weight	add/unit
	enviro digital 100% recycled	80lb/215gsm	\$0.11

	4"x6" cover stock	weight	add/unit
	enviro digital 100% recycled	80lb/215gsm	\$0.11
	enviro digital 100% recycled	100lb/270gsm	\$0.12
ated	cougar smooth	80lb/216gsm	\$0.09
nuco	cougar smooth	100lb/270gsm	\$0.10
_	cougar smooth	130lb/352gsm	\$0.15
	via linen pure white	100lb/270gsm	\$0.25
ted	dull / gloss	111lb/300gsm	\$0.12
coa	productolith semi-gloss C1S	12pt/256gsm	\$0.11

<sup>\*\$10</sup> minimum; priced per unit

quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)	
1-49	\$0.32	\$0.37	\$0.37	\$0.42	\$0.40	
50+	\$0.27	\$0.32	\$0.32	\$0.37	\$0.35	
100+	\$0.22	\$0.27	\$0.27	\$0.32	\$0.30	
250+	\$0.17	\$0.22	\$0.22	\$0.27	\$0.25	
500+	\$0.15	\$0.16	\$0.17	\$0.22	\$0.19	
1000+	\$0.12	\$0.14	\$0.13	\$0.17	\$0.16	
2000+	\$0.09	\$0.11	\$0.11	\$0.13	\$0.12	
	5"x7" t	ext stock		weight	add/unit	

	2000+	\$0.09	\$0.11	\$0.11	\$0.13	\$0.12
		5"x7" te	ext stock		weight	add/unit
_	enviro digital 100	% recycled			60lb/89gsm	-
uncoated	cougar smooth				70lb/104gsm	\$0.03
nuco	cougar smooth				80lb/118gsm	\$0.05
	cougar smooth				100lb/148gsm	\$0.07
coated	dull / gloss				80lb/118gsm	\$0.06
coa	dull / gloss				100lb/148gsm	\$0.08
colour	earthchoice colors	S			20lb/75gsm	\$0.02
20	earthchoice hots ,	/ astrobrights smoo	oth		60lb/89gsm	\$0.03
		5"x7" co	ver stock		weight	add/unit
	enviro digital 100	% recycled			80lb/215gsm	\$0.14
	enviro digital 100	% recycled			100lb/270gsm	\$0.15
ted	cougar smooth				80lb/216gsm	\$0.12

	enviro digital 100% recycled	80lb/215gsm	\$0.14
	enviro digital 100% recycled	100lb/270gsm	\$0.15
ated	cougar smooth	80lb/216gsm	\$0.12
Oun Co	cougar smooth	100lb/270gsm	\$0.13
	cougar smooth	130lb/352gsm	\$0.20
	via linen pure white	100lb/270gsm	\$0.30
ted	dull / gloss	111lb/300gsm	\$0.15
co a	productolith semi-gloss C1S	12pt/256gsm	\$0.14

<sup>\*\$10</sup> minimum; priced per unit

PAPER SELECTION

### **ROLL LAMINATING**

document size	finish	thickness	trimming	cost/unit
8.5"x11"	gloss/matte	3 mil	included	\$2.00
8.5"x14"	gloss/matte	3 mil	included	\$2.50
11"x17"	gloss/matte	3 mil	included	\$3.25
large format laminating	gloss/matte	3 mil	included	\$2.50/sq ft
bulk laminating (varied sizes) *max 37" wide: \$10 minimum	gloss/matte	3 mil	\$0.30/unit	\$6/linear ft

### **POUCH LAMINATING**

D .						
pouch size	finish	thickness	cost/unit			
business (3.75"x2.25")	gloss	5 mil	\$1.50			
school (3.625"x2.5")	gloss	5 mil	\$1.50			
letter (9"x11.5")	gloss	3 mil	\$2.50			
letter (9"x11.5")	gloss	5 mil	\$3.00			
letter (9"x11.5")	matte	5 mil	\$3.50			
letter (9"x11.5")	gloss	10 mil	\$4.00			
legal (9"x14.5")	gloss	5 mil	\$4.25			
tabloid (12"x18")	gloss	5 mil	\$4.50			
tabloid (12"x18")	gloss	10 mil	\$5.00			
	••••••	····•	······································			

# **LARGE FORMAT PRINTING (3.5X2)**

		b&w		colour		
S. No	GSM	Paper Type	Core Diameter	Paper Roll Width	Price	
Bond Paper 20#*	30	Bond	2"	36" (3')	\$0.90/sq ft	
Coated Bond 24#*	36	Bond	2"	44" (3.6')	\$0.99/sq ft	
Photo Gloss	210	Photo Gloss	2"	44" (3.6')	\$7.25/sq/ft	
True Colour Matte 7mil	140	Matte	3"	42" (3.5')	\$2.75/sq ft	
True Colour Matte 9mil	180	Matte	3"	42" (3.5')	\$7.00/sq ft	
True Colour Matte 9mil	180	Matte	3"	36" (3')	\$6.50/sq ft	

<sup>\*</sup> Bond Paper 20# and Coated Bond 24# are only used for architectural drawing. Not for the halftone artworks.

# **BUTTONS, MUGS, POSTER RUNS, & BINDING**

### **BUTTONS**

	1-24	25+	50+	100+	parts only	
1" round pinback buttons	\$1.50	\$1.05	\$1.00	\$0.90	\$0.50	
1.5" round pinback buttons	\$1.75	\$1.25	\$1.10	\$0.95	\$0.55	
2.25" round pinback buttons					\$0.90	.~~~

<sup>\*</sup>artwork setup \$10 per unique design (if applicable); full-serve artwork printed on Xerox Bold Digital 24lb text / 90gs

### MUGS

ceramic	1	2+	aluminum / stainless steel	1+	2+
11 oz ceramic	\$13.00	\$11.00	14 oz stainless steel travel mug	\$25.00	\$23.00
15 oz ceramic	\$17.00	\$15.00	16 oz stainless steel tumbler	\$29.00	\$27.00
11 oz colour changing ceramic	\$19.00	\$17.00	600 ml aluminum water botter	\$20.00	\$18.00
12 oz ceramic "latte" mug	\$15.00	\$13.00	600 ml stainless steel water bottle	\$20.00	\$18.00
17 oz ceramic "latte" mug	\$19.00	\$17.00	17 oz stainless steel insulated water bottle	\$29.00	\$27.00

### **POSTERING**

	cost/run
on-campus distribution (3 week posting)	\$30.00
colour print and distribution	\$45.00
b&w print and distribution	\$35.00
*50 v letter/legal or 25 v tahloid on gloss 80lh text / 118gsm	

### **BINDING**

coil bound edge ≤11"	document	thickness	1-10 units	11+ units	
5-50 sheets	≤1/4"	≤8mm	\$4.50	\$4.00	
51-105 sheets	≤9/16"	≤16 mm	\$6.00	\$5.50	
106-230 sheets *cost includes covers (plastic or cover stock); sheet count be	~~~'~~~	≤35 mm o text / 89gsm	\$8.00	\$7.50	_
11"< bound edge ≤17"	document	thickness	per unit		
5-95 sheets *cost includes covers (plastic or cover stock); sheet count be	~~~~~	≤12 mm	\$12.00	~~~~~~	_

# FINISHING & FAXING

### FINISHING

1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
cost
\$1.00/cut
\$.05 per sheet
\$60.00/hour
cost/unit
\$0.05
\$0.10
\$0.10
\$0.25
cost
\$0.01/sheet
\$0.10/punch
cost/sheet
\$0.03
\$0.10
cost/sheet
\$0.25

### **SCANNING**

scanning	cost
scan to email or USB (colour, greyscale or B&W 200-600 dpi)	\$60/hour
*\$5 minimum; max 11.6"x17"	

### **FAXING**

send	first page	additional pages
local/toll-free	\$1.50	\$0.50
long distance within BC	\$2.00	\$0.75
long distance within Canada	\$2.50	\$1.00
international	\$3.50	\$1.25
receive	COS	st/page
Zap fax #: (250) 721-8728		\$0.75
*Zap cover sheets are free to send; if a cover sheet is the		

### INTERNAL

	unit	cost/unit
uvss staff food chits	stack of 50 chits	\$4.00
moneris debit machine cover	single	\$4.00

# SELF-SERVE

Size	# of sides	b&w	colour
8.5" x 11"	one-sided	\$0.11	\$0.38
(letter)	two-sided	\$0.10	\$0.36
8.5" x 14"	one-sided	\$0.13	\$0.39
(legal)	two-sided	\$0.12	\$0.37
11" x 17"	one-sided	\$0.16	\$0.42
(ledger/tabloid)	two-sided	\$0.15	\$0.40
12" x 18"	one-sided	\$0.20	\$0.48
(oversize tabloid/arch b)	two-sided	\$0.17	\$0.45
scan to email		\$0.05	\$0.05

<sup>\*\$2</sup> minimum credit purchase per transaction; printing on Enviro Digital 100% recycled 60lb text/89gsm paper only

# **SHREDDING**

Minimun Charge	Cost per Ib
\$1	\$1



### **POLICY**

By using Zap Copy and its services, users agree to abide by Zap's Terms and Conditions.

Our full policy is available on zapcopy.com

#### **MINIMUMS**

#### full-serve

Basic full-serve services, with the exception of photocopying, are subject to a \$5 minimum charge. Roll laminating is subject to a \$10 minimum charge. Handbills, business cards, 4"x6" prints, 5"x7" prints, and tent cards are subject to a \$10 minimum charge. Foam core mounting is subject to a \$20 minimum charge. Digital editing and layout services are subject to a \$5 minimum fee. Document shredding are subject to a \$1 minimum charge.

All full-serve orders over \$100 must be prepaid.

All minimum amounts listed above do not include taxes.

#### self-serve

The minimum self-serve credit amount per transaction is \$2 plus taxes.

#### **REFUNDS**

#### full-serve

Full-serve orders will not be refunded once billable work has been completed. Refunds will only be processed for cancelled orders where no billable work has been completed and can only be fulfilled in person. If a quality issue arises in the final run of an order that was not present in the approved proof or does not fall under the risks associated with refusal of proofs,

a partial or full reprint may be granted at the discretion of a manager.

#### self-serve

Self-serve printing credit is non-refundable.

#### retail good

Retail goods may be returned for exchange or refund within 14 days of purchase with the original receipt. Product must be unopened, unused, and in new condition. Discounted items are final sale and may not be returned.

#### **TURNAROUND**

While we strive to complete orders as quickly as possible, turnaround times for full-serve orders may vary depending on

order volumes, complexity, staffing, equipment functionality, and availability of supplies.

In the case of unforeseen circumstances affecting the turnaround time of an order in process, customers will be notified immediately and alternatives will be sought on a case-by-case basis.

### **QUOTES**

1

Quotations and estimates for all print products or services are based on the accuracy of the specifications provided by the customer. The customer acknowledges that final costs may change based on the final print ready file submitted and the accuracy of the specifications provided.

#### **COPYRIGHT & REFUSAL**

All full-serve and self-serve printing, copying, and scanning is subject to the Canadian Copyright Act. By using the self-serve system, users agree to abide by all local, provincial, and federal copyright laws. Full-serve orders may be refused on the basis of copyright.

Zap reserves the right, at its sole discretion, to refuse to print anything it deems improper or known to be illegal, vulgar, and immoral or an infringement of any third party's right.

#### CONDUCT

Users of Zap Copy are expected to be respectful towards the space and its users, staff, facilities, and resources at all times. Zap equipment and spaces are a shared resource.

Zap users are responsible for informing themselves of Zap, UVSS and University of Victoria Policies.

Maintaining a respectful and safe space, and equitable and open access to Zap resources are of the utmost importance to us. If you violate any Guidelines on Conduct you may be suspended from access to Zap facilities and resources.

Be kind to one another!

Questions? We're always happy to help!

Drop by the store, give us a call, or send us an email:)

