

# PRINTING SERVICES

## Student information

## How to get your dissertation printed and bound?

Save your document as a PDF and take to **Printing Services – L129, Paisley Campus** for same day service.

or **VIA MFD's around each campus**

- Print your document at MFD
- Pay online at <https://shop.uws.ac.uk/product-catalogue/university-services-facilities/printing-services/book-binding-payment>
- Take to reception desk at Ayr, Lanarkshire or Dumfries to be bound between 8.30am – 3.30pm.

or **VIA Printing Services**

- Send document (PDF) to [printingservices@uws.ac.uk](mailto:printingservices@uws.ac.uk)  
Include: your name, campus, banner ID, number of copies required and if printed in colour or black & white.
- You will receive a confirmation email with payment details.
- Your completed document will be ready to collect from reception desk at Ayr, Lanarkshire or Dumfries 2 working days later.

### What file formats can I submit for printing?

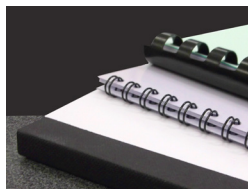
We recommend you use PDF files, but we can take files from Microsoft packages. Find hints and tips at <https://www.uws.ac.uk/media/3699/tips-to-make-you-better-at-microsoft-word.pdf>

### What is cost of printing?

Mono printing A4 – 4p  
Colour printing A4 – 9p

### What types of binding can I get?

Spiral, wire, tape or hardback binding.



### What is cost of binding?

Spiral from £1.09 | Wire from £1.49  
Tape from £1.29 | Hardback from £20.00

### Can I email a file to you?

Yes, email [printingservices@uws.ac.uk](mailto:printingservices@uws.ac.uk)  
All jobs join the same print queue whether you hand it in at Printing Services front desk or via email.

### What are the opening hours?

Paisley Campus only Monday to Friday  
8.45am – 4.45pm.

### Where can I buy UWS merchandise?

Merchandise is available from Printing Services at Paisley Campus L129, or via online shop <https://shop.uws.ac.uk/product-catalogue/gifts-merchandise/merchandise>.