

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.**

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
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 within 3 working days.

What file formats can I submit for printing?

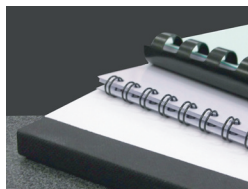
We recommend you use PDF files, but we can take files from Microsoft packages. Find hints and tips at <https://www.uws.ac.uk/media/3699/tips-to-make-you-better-at-microsoft-word.pdf>

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
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
9am – 4pm (from 30th March).

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>.