

## Print Quota Information

- Students begin with a 900-page printing quota every semester.
- This converts to a \$63.00 balance.
- If the print quota is reached before the end of the term, the CTM office will extend a \$15 increase as a one-time courtesy.
- Visit the CTM office to purchase additional prints using Shop dollars (\$10 minimum).
- Unused prints expire at the end of the term and **do not** roll over into the following term.
- Shop dollar fill station locations:
  - Commons entryway nearest the Dining Hall
  - Campus Laundry next to Campus Police

### Print options and their cost

- **Black & White - Duplex (Double sided) - \$0.035/side; \$0.07/page**
- **Black & White - Single-sided - \$0.07/page**
- **Color - Single-sided - \$0.22/page**

For example: Printing a 5-page document:

- Duplex cost = 2 double-sided pages plus 1 single page =  
 $3 \times \$0.07 = \$0.21$
- Single sided cost =  $5 \times \$0.07 = \$0.35$

### Tips to help maximize your print quota:

- Do not print in color unless necessary.
- Print double-sided.
- Print multiple slides per page.
- Avoid printing flyers, etc. for clubs.