

# TRAC Supply, Price, and Payment Information

Updated 1-9-17

## IMPORTANT NOTES:

- TRAC is set up to provide only small quantities of supplies per visitor, no more than a quantity of 50 for any given item. +If you need a lot of something, please purchase your supplies elsewhere before coming to TRAC. If you need assistance determining supplies that will work with TRAC equipment, or where to find certain items, feel free to call and talk to us about your project ahead of time. We're always happy to discuss our services and supplies with you! You can reach TRAC at [470-578-6420](tel:470-578-6420), and then ask to speak to a staff member.
- TRAC accepts payment in cash or check only. We cannot process credit or debit payments. All checks must be accompanied by a valid driver's license or GA state ID card, and business checks must *also* be accompanied by a business employee ID card. TRAC does not accept \$50 or \$100 bills.
- TRAC is, for the most part, a self-service facility. Attendants teach visitors to use the equipment, and visitors work as independently as possible. We will gladly provide necessary assistance and make appropriate accommodations for visitors with special needs. Feel free to ask any TRAC employee for help at any time, or call ahead to speak to a staff member about concerns and set up an assistance plan. We're here to help!

## BULLETIN BOARDS

|                                  |   |                     |
|----------------------------------|---|---------------------|
| Fadeless brand craft paper       | 48" wide, many color and design options, selection varies       | .35 per linear foot |
| Bordette brand corrugated border | Scalloped edge, 2½" wide single border, comes in a double piece | .15 per linear foot |

## LAMINATION

TRAC uses only heat laminate. Laminate is measured from the start of your first item to the point where you cut the laminate off the machine. A TRAC employee will measure your laminate for you before you begin trimming. There is no quantity limit for laminate.

|                                   |  |                     |
|-----------------------------------|--|---------------------|
| Light-weight (1.5 mil), 25" wide  | Allow at least ½" of laminate on either side of your item for sealing and wiggle room when laminating, more if possible. | .30 per linear foot |
| Medium-weight (3.0 mil), 25" wide |  | .60 per linear foot |
| Heavy-weight (5.0 mil), 31" wide  |  | .90 per linear foot |

## BINDING

|                             |   |  |
|-----------------------------|---|--|
| Presentation covers         | "Mix & match" front/back covers, 8½"x11" w/ square corners            | Paper: linen, colors vary .50 each<br>Plastic: clear or frosted 1.00 each  |
| Comb bindings               | Plastic, color selection varies, can accommodate up to 300 pages      | Up to 150 page documents .20 each<br>151-300 page documents .30 each   |
| Coil bindings               | Plastic "spiral," black only, can accommodate up to 325 pages         | Up to 125 page documents .20 each<br>126-170 page documents .30 each<br>171-280 page documents .40 each<br>281-325 page documents .75 each |
| Unibind brand steel binding | Black binding comes in various widths to accommodate up to 340 pages. | Binding w/ clear plastic cover 1.75 each<br>Binding w/out cover .75 each   |

## PRINTS AND COPIES

All routine copying and printing (not including large-format poster printing) is done on the Copy/Print stations located around campus. Copies and prints made at these stations are paid for by pre-loading a dollar value on your KSU ID card or a purchased Guest card, then swiping that card like a debit card at any Copy/Print station. Although there is a Copy/Print station located in TRAC, value must be added to your card at one of the five K-Cash machines located in other buildings around campus. Prices listed below apply to students and guests, not faculty and staff. Call or visit TRAC for more information about Copy/Print.

|              |                              |   |
|--------------|------------------------------|---|
| Single-sided | 8½"x11", 8½"x14", or 11"x17" | Black & white .10 each<br>Color .50 each  |
| Double-sided | 8½"x11", 8½"x14", or 11"x17" | Black & white .20 each<br>Color 1.00 each |

| <b>POSTER PRINTS</b>   |  |  |
|--|--|--|
| Large-format printing includes prints that are a minimum of 12"x18" and a maximum of 42"x56" on a single sheet of paper. The price depends on the paper selected and the custom size/shape of each print. Because there are many things to consider before designing your poster, please call or visit TRAC to discuss your job ahead of time. We will be glad to answer your questions and email information and instructions about poster printing to you. |  |  |
| 42" HP High-gloss photo paper  | Full-color available; color does not affect price. Customer provides digital document; TRAC staff operate the large-format printers.                               | 2.00 / square foot w/ current KSU ID,<br>4.00 / square foot w/out current KSU ID                       |
| 24" HP Universal (no gloss) 26lb paper   |  | .75 / square foot w/ current KSU ID,<br>1.50 / square foot w/out current KSU ID                        |
| Variquest Poster Maker prints on 23" thermal paper   | White w/ one more color. Color selection varies, black always available. Use our design templates to create poster or bring in your own document to print or scan. | 17"x22" 3.50 each<br>20"x27" 4.25 each<br>23"x31" 5.00 each<br>44"x58" 10.00 each (poster in 2 pieces) |
| <b>BUTTON-MAKING</b>   |  |  |
| Button artwork   | For 2.25" buttons only, uncut, many colorful and convenient designs available, selection varies  | .25 each   |
| Button parts   | Sold by the set (front cover, back cover w/ pin, plastic disc), 3 sizes, all pin-back  | Small 1.25" button set .35 each<br>Medium 2.25" button set .50 each<br>Large 3.0" button set .60 each  |
| <b>PAPER</b>   |  |  |
| Colored print/copy paper   | 8½"x11" various colors, 20lb weight  | .05 per sheet  |
| Graph paper  | 8½"x11" 3-hole punched   | .05 per sheet  |
| Tracing paper  | Approximately 8½"x11"  | .10 per sheet  |
| Cardstock  | 8½"x11" various colors and weights   | .10 per sheet  |
| Construction paper   | 12"x18" various colors, heavyweight  | .10 per sheet  |
| Poster board   | 22"x28" Selection varies, but we usually have a wide variety of grid, primary, bright, metallic, and neon colors.  | Primary colors .75 each<br>Grid, brights, metallic, neon 1.00 each                                     |
| Easel paper  | Non-sticky plain, lined, or grid (27"x32"); Post-It brand Self-stick (plain, 25"x30")  | .25 per sheet  |
| <b>OTHER SUPPLIES</b>  |  |  |
| Polyfoam sheets  | 8"x12", color selection may vary   | .75 each   |
| Sentence strips  | 24"x3" lined, assorted colors  | .10 each   |
| Yarn   | Assorted colors  | .10 per yard   |
| Cassette tapes   | Sony, 90 minutes   | 2.50 each  |
| Card pockets   | Self-adhesive, manila, 3½" x 4½"   | .10 each   |
| Loose-leaf book rings  | Metal and plastic, assorted sizes  | .15 each   |
| Brass brads (fastener or split pin)  | Metal, assorted sizes  | .05 each   |
| Glue sticks  | Elmer's Extra-strength, .88 ounce  | .75 each   |
| Rubber cement  | 4-ounce bottle w/ brush  | 1.75 per bottle  |
| Hot glue sticks  | Two sizes fit TRAC glue guns   | Small .10 each<br>Large .20 each   |
| Velcro strips  | Self-adhesive, black, ¾" x 6"<br>Hook and loop pieces sold separately  | .30 per strip  |
| Pens and pencils   | #2 lead pencils;<br>black ballpoint pens   | Pencil .10 each<br>Pen .25 each  |
| Index cards  | Ruled and unruled, white or colored;<br>Sold in groups of 30   | 3"x5" (group of 30) .50 each<br>4"x6" (group of 30) .75 each<br>5"x8" (group of 30) 1.00 each          |
| Binder clips   | Black, metal, various sizes  | Mini .05 each<br>Small .10 each<br>Medium .20 each<br>Large .30 each                                   |

|                           |   |  |
|---------------------------|---|--|
| File folders              | Manila, letter size;<br>Colored, letter size (colors vary)                  | Manila .15 each<br>Colored .30 each  |
| Transparency sheets       | For copiers and laser printers, can be used with dry erase markers, 8½"x11" | .30 each   |
| Document protectors       | Top-loading, heavyweight, non-glare, letter size                            | .20 each   |
| Adhesive printable labels | Styles and prices vary. See samples and specific prices at TRAC front desk. | Ranges between .20 - .50 per sheet   |
| Envelopes                 | White, 4"x9½", self-sealing, business;<br>Manila w/clasp, assorted sizes    | White business envelope .05 each<br>Manila, 6"x9" .10 each<br>Manila, 7"x10" .15 each<br>Manila, 9"x12" .20 each<br>Manila, 10"x13" .25 each   |
| Plastic bags              | Assorted sizes, styles, and colors;<br>selection may vary                   | 6"x6" re-sealable .10 each<br>12"x14" re-sealable .20 each<br>8½"x11" white w/ TRAC logo .15 each<br>14½"x 15" burgundy w/ handle .25 each<br>8"x 48" clear tube w/ twist tie .25 each |

## EXTRAS

- TRAC usually keeps the following items on hand. We don't sell these items, but visitors may use them for free while working in the center. If you don't see what you need on display, just ask us—some things are tucked away. If we have what you need, we're happy to share!
- Important note: While we do our best to keep supplies in stock, we do not guarantee that all items are always available. Supplies and selections may vary. Call ahead at **470-578-6420** to ask about availability if something is important to you.

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|--|---|--|
| <p>Glue guns<br/>Elmer's glue<br/>Glue sticks (used)</p> <p>Staplers<br/>Heavy-duty staplers<br/>Staple removers</p> <p>Tape measures<br/>Rulers and yardsticks</p> <p>Calculators<br/>Protractors<br/>Compasses</p> <p>Scissors<br/>Die cuts<br/>Corner rounder<br/>Border punches<br/>Decorative scissors<br/>Eyelet punch and eyelets<br/>Xacto knives and cutting pads<br/>Manual circle cutters (assorted sizes)</p> <p>Hole punches (single, double, triple)<br/>Heavy-duty hole punch</p> | <p>Scotch tape<br/>Duck tape<br/>Packing tape<br/>Masking tape</p> <p>Crayons<br/>Colored pencils<br/>Magic markers<br/>China markers<br/>Sharpie markers<br/>Metallic markers<br/>Ink pads and bottled ink</p> <p>Easels<br/>Erasers<br/>Paper clips<br/>Felt boards<br/>Scrap paper<br/>Rubber bands<br/>Correction fluid<br/>Pencil sharpeners<br/>Decorative stencils<br/>Craft sticks (2 sizes)<br/>Thumb tacks and pushpins</p> | <h3 style="margin: 0;">We give a hoot!</h3> <p style="margin: 10px 0;">Tell us how we're doing<br/>and offer your suggestions!<br/>We value your time and ideas.</p> <p style="margin: 10px 0;">Use our evaluation forms and<br/>suggestion box in the center<br/>or send an email to:<br/><b>teacherresource@kennesaw.edu</b></p>  |
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