

# CTL - CREATIVE STUDIOS - PRICE LIST

## PRINTING

<b>Bond 80gsm</b>	
A4 Black & White .....	R0.50
A3 Black & White .....	R1.00
<b>100/160/200 gsm Paper</b>	
A4 Colour .....	R5.50
A3 Colour .....	R11.00
A4 Black & White .....	R2.20
A3 Black & White .....	R4.40

## STICKERS

A4 Colour & Black-&-White .....	R9.50
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## LAMINATING

A4 .....	R5.50
A3 .....	R11.00

## SCAN TO USB/EMAIL

Scan up to A3 (on colour printer) .....	R2.50
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## FINISHING PRODUCTS

Ring Bind .....	R12.50
Stapler (Booklets/Score/Perforate) .....	R2.50
Cutting/Trimming per cut .....	R5.00

## SERTIFIKATE

Short Course Certificate .....	R18.00
Short Course Certificate- Colour sub-logo.....	R20.00
General Certificate .....	R14.50
Certificate Honorary & long service A3 .....	R30.00

## ENVELOPES

A4 Envelopes .....	R1.00
A3 Envelopes .....	R2.50

## SPECIAL PAPER

Special paper range from R0.50 up to R10.00 per sheet	
Colour Paper 80gsm A4 .....	R0.50
Colour Card Stock 160gsm A3 .....	R2.00
Quality Paper 90gsm A3 .....	R1.00
Card Stock 250gsm A3 .....	R3.50
Card Stock 300gsm A3 .....	R4.00
Card Stock 350gsm A3 .....	R5.00

## GRAPHIC DESIGN SERVICE

Graphic Design per hour .....	R160.00
Page Layout Design fee per page .....	R55.00
Stock Images <b>per Download</b> .....	R55.00

## VIDEO & PHOTOGRAPHY WORK

### Digitization Prices

VHS, Hi8, Video, Beta Max, Beta SP, U-matic <b>Tapes per min</b> .....	R1.50
Convert or back-up on personal USB or hard drive .....	R30.00
One-time Set up fee .....	R50.00
Records & Tapes .....	R50.00
8mm Film without sound .....	R70.00
Photo Slides Scans per slide .....	R1.50

### Studio Prices

Video Recording per hour .....	R500.00
Photography per hour .....	R500.00
Audio recordings per hour .....	R160.00
Editing per hour .....	R160.00

Updated: March 2024

**VAT INCLUSIVE**

# Centralised Teaching and Learning Functions

## SERVICES PROVIDED BY CREATIVE STUDIOS

### TEACHING AND LEARNING:

Module\program specific content  
(Learning outcomes connected)

- **Multimedia Studio:**
  - Flash cards.
  - Interactive activities.
  - Animations and simulations.
  - Programmed interactions.
- **Graphic Studio:**
  - LMS banners, icons and graphic elements.
  - Design and formatting of PowerPoint presentations and templates.
  - Illustrations, info-graphics, and diagrams.
  - Printed study materials, workbooks, handouts, worksheets
- **Video Studio:**
  - Video recordings (studio/lab/on-site).
  - Sound recordings and voice overs.
  - Subject-specific photography.
  - 360 Video recording.



Services are provided to NWU departments free of charges, with exceptions where CTLF must incur cost to deliver the service. Accommodation, travel, printing, lamination, voice over artists

### RESEARCH AND COMMUNITY ENGAGEMENT:

- **Graphic Studio:**
  - Academic posters.
  - Design and formatting of conference presentations.
  - Illustrations.
  - Info-graphics.
  - Diagrams.
  - Layout design (booklets, posters, and pamphlets).
- **Video Studio:**
  - Video recordings.
  - Sound recordings.
  - Research specific photography.



Faculty/ Units pays CTLF from research or Community Engagement funding/ budgets for these services. Design time, recording, editing, accommodation, travel, printing, lamination, image licences, etc. Paid via Service Billing.

### OTHER\*:

Non-academic related work

- **Printing Services:**
  - General printing services: Up to A3 printing, laminations, binding and cutting.
- **Graphic Studio:**
  - General graphic design: Invitations, posters, birthday/ get-well cards, and name-tags.
  - Layout design: Booklets, newsletters, and programs (events and inaugural lecturers).
- **Video Studio:**
  - Video and sound recordings.
  - Digitization: Transfer analogue material (e.g. tapes, films, and photo slides) to digital formats.



All services are fully charged for. \*Services are conditional on the Creative Studio's capacity and timeframes. Products not released before SB has been created or proof of EFT received based on estimate.

### TERMS & CONDITIONS

- **Reviews:** Three (3) opportunities per item. Any changes after the 3rd opportunity will incur additional fees per change charged at hourly rates. Each review by the client must be concluded in 5 working days. Failure to do so will result in delays or cancellation of the project.
- **Content:** Complete, proofread and finalized before submission. We shall not be held liable for errors and omissions or erroneous client-provided content. We cannot create or write content on behalf of clients; we can only

provide guidance. Content creation remains the sole responsibility of the client. Content should be provided in a digital and editable format e.g. MS Word, Excel, or PowerPoint.

- **Deadlines:** Work can only commence once ALL finalized content has been submitted. Failure to do so will result in late completion.
- **Copyright:** We shall not be held responsible for copyright infringement resulting from content provided to us. Ensure that all content that requires Dalro licenses has been cleared.

- **Sign-off:** All designs or developments must be approved before printing, publishing, or distribution can commence. Failure to do so will result in delay or cancellation of the project.
- **External printing providers:** We do not accept any liability for faulty/erroneous printing from external providers.
- **All study materials created by Creative Studio remains the property of the NWU and cannot be commercialized under ANY circumstance.**