

Personalization Pricing

Message Type	Price
Engrave Flat Items	\$ 0.50 per letter \$ 1.00 per line \$ 12.00 minimum \$ 5.00 University Seal
Engrave Round Items	\$ 0.75 per letter \$ 1.00 per line \$ 15.00 minimum
Laser Engrave	\$ 0.25 per letter \$ 5.00 University Seal \$ 25.00 minimum
Glass Etching Prices will be quoted on a per item basis	\$ 35.00 minimum
Sublimation (Full Color)	\$ 0.30 per square inch \$ 12.00 minimum
*Laser Engraving/Wood Products (Chairs and Lamps from Standard Chair of Gardner)	\$ 30.00 one line \$ 40.00 two lines \$ 65.00 three lines
*Lead Time = 4-6 weeks for Laser Engraving on Chairs and Lamps	

Embroidery

Prices will be quoted on a per item basis

Lab coats and Scrubs

\$11.00 - \$21.00

Screen Printing

Prices will be quoted on a per item basis

Discounts

If paying with a University Requisition or PITT P-Card, you will receive a 10% discount on the item that is being personalized if it is an item that is in our store stock. If you order a product that we normally do not carry in the store, you will not receive an additional 10% discount. Engraving and other personalizations are not eligible for discount. There will not be tax assessed to University Requisition, P-Card, or UPMC Purchase Order purchases.

Returns

Returns are not permitted on special order personalized products. When you receive your product, if you are anything but delighted, please contact us and we will devise a solution.

Questions? Contact Kathy Fennell at kfennell@pitt.edu (412) 648-1468