

# Internal Prices

## Most Frequently Orders

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- 11x17 color posters on 90 lb cardstock = \$0.75/each
- 8.5x11 black and white copies = \$0.03/each
- 8.5x11 booklets (Color =\$0.32/color sheet or black and white = \$0.03/sheet. Stapling is *free*.)
- wide format posters on 40lb stock = \$3.00 per square foot no background color /\$6.00 per square foot full background color
- tape binding = \$0.50 up to 125 pages (binding only)
- coil binding = \$0.60 up to 78 pages (binding only)

## Black and White Ink Photocopy Charges

- Paper Type, Size, and Price Per Sheet

PAPER	SIZE	PRICE PER SHEET
White, 20lb	8.5 x 11	.03
White, 20lb	3 hole (8.5 x 11)	.04
Pastel, 20lb Available Colors: Blue, Buff, Cherry, Goldenrod, Gray, Green, Ivory, Lilac, Lime, Orange, Orchid, Pink, Red, Salmon, Tan, Turquoise and Yellow	8.5 x 11	.04
White, 20lb	Legal (8.5 x 14)	.03
White, 20lb	Ledger (11 x 17)	.05
White, 24lb	8.5 x 11	.06
White, 32lb	8.5 x 11	.10
Cardstock 90lb Available Colors: White, Blue, Yellow, Ivory, Lime, Orange, Fushia	8.5 x 11	.11
Cardstock, 90lb Available in White only	11 x 17	.15
Tabs	8.5 x 11	.14
Labels	per sheet	.25
Clear Plastic Cover	8.5 x 11	.40
Black back cover	8.5 x 11	.70

## Binding Charges (Black Only)

- Tape Binding

SIZE	BINDS	PRICE PER TAPE
Narrow	3-125 pages	.50
Medium	126-250 pages	.75
Wide	251-350 pages	1.00

- Comb Binding Prices

BINDING WIDTH	BINDS PAGES	PRICE PER COMB
1/4 inch	1-25 pages	.50
3/8 inch	26-55 pages	.60
5/8 inch	56-112 pages	.75
1 inch	113-168 pages	.85
1 1/8 inch	169-220 pages	1.00
2 inch	221-425 pages	1.25

- Coil Binding Prices

BINDS PAGES	PRICE PER COIL
up to 31	.50
up to 78	.60
up to 109	.75
up to 156	1.00

## Lamination Charges

- Paper Size and Price Per Unit

8.5 X 11	\$1.50 each
8.5 x 14	\$1.75 each
11 x 17	\$2.25 each

## Color Ink Photocopy Charges

- Paper, Size, and Price Per Copy

PAPER	PAPER SIZE	PRICE PER COPY
24lb <b>white</b> laser paper	8.5 x 11 only	.32
28lb <b>white</b> laser paper	11 x 17	.50
28lb <b>white</b> laser paper	12 x 18	.55
32lb <b>white</b> standard	8.5 x 11	.32
32lb <b>white</b> high gloss	8.5 x 11	.50
90lb cardstock	8.5 x 11	.40
90lb <b>white</b> cardstock available (popular for posters)	available in 8.5 x 14 (cut) and 11 x 17	.75
140lb <b>white</b> cardstock	8.5 x 11	.60
high gloss cardstock	11 x 17	1.00
	4 1/8 inches high by 9 1/2 inches long	
	(Additional sizes -see Print Services for quote)	
Envelopes #10, color ink		.40

- Additional Services

<u>Folding per sheet</u>	<u>.02</u>
<u>Folding per booklet</u>	<u>.15</u>
<u>Staple</u>	<u>free</u>
<u>Hole punch</u>	<u>.02</u>
<u>Scanning with no setup</u>	<u>.03</u>
<u>Faxing</u>	<u>.03</u>
<u>Stuffing each piece</u>	<u>.02</u>
<u>Setup format (first 10 minutes)</u>	<u>2.00</u>
<u>Affix label/stamp</u>	<u>.02</u>

## Wide Format Printing Charges

Please note our recommendations for designing your documents for wide-format printing:

- For a professional print, we recommend creating your work in these type of applications: InDesign, Publisher, Illustrator, Photoshop, etc.
- For best results, please save your file as a PDF to avoid formatting or font variations.
- Please make sure your images are at least 300 dpi for best quality. Any lower resolution will not print clearly when enlarged.
- When selecting a picture from a website to enlarge, please use pictures larger than 4 MP.
- Most importantly, please follow all copyright laws when using web images.

- Paper Type and Price

Paper roll stock 20 lb	\$2.25 per square foot
Paper roll stock 32 lb	\$2.50 per square foot
	\$3.00 per square foot no background color /\$6.00 per square foot full background color
Paper roll stock 40 lb	background color
Paper roll stock matte vinyl (6 mil thickness)	\$5.00 per square foot no background color /\$8.00 per square foot full background color
Paper roll stock matte vinyl (17 mil thickness)	\$6.00 per square foot no background color /\$9.00 per square foot full background color
	\$10.00 per square foot no background color /\$12.00 per square foot full background color
Paper roll Photo Luster 260	background color
	\$15.00 per square foot no background color /\$18.00 per square foot full background color
Poster Board white 24" x 30"	background color
	\$25.00 per square foot no background color /\$30.00 per square foot full background color
Poster Board white 30" x 40"	background color
Clear Static Cling Roll 24" wide	\$5.00 per square foot
Grommet	\$0.25 each