

Standard Prices

Most Frequently Ordered

- Most Frequently Ordered
 - 11x17 color posters on 90 lb cardstock = \$0.80/each
 - 8.5x11 black and white copies = \$0.10/each
 - 8.5x11 booklets (Color =\$0.40/color sheet or black and white = \$0.10/sheet. Stapling is *free*.)
 - wide format posters on 40lb stock = \$3.50 per square foot no background color /\$6.50 per square foot full background color
 - tape binding = \$1.00 up to 125 pages (binding only)
 - coil binding = \$1.10 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	.10
White, 20lb	3 hole (8.5 x 11)	.11
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	.11
White, 20lb	8.5 x 14	.12
White, 20lb	11 x 17	.14
White, 24 lb	8.5 x 11	.12
White, 28lb	11 x17	.20
Cardstock 90lb Available Colors: White, Blue, Yellow, Ivory, Lime, Orange, Fushia, Bright Yellow, Bright Blue, Purple, Red	8.5 x 11	.12
Cardstock, 90lb Available in White only	11 x 17	.15
Cardstock, 140lb Available in White only	8.5 x 11	.65
high gloss	11 x 17	1.10
Tabs	8.5 x 11	.15
Labels	per sheet	.30
Clear Plastic Cover	8.5 x 11	.45
Black back cover	8.5 x 11	.75

Binding Charges (Black Only)

- Tape Binding

SIZE	BINDS	PRICE PER TAPE
Narrow	3-125 pages	1.00
Medium	126-250 pages	1.25
Wide	251-350 pages	1.50

- Comb Binding Prices

BINDING WIDTH	BINDS PAGES	PRICE PER COMB
1/4 inch	1-25 pages	1.00
3/8 inch	26-55 pages	1.20
5/8 inch	56-112 pages	1.30
1 inch	113-168 pages	1.40
1 1/8 inch	169-220 pages	1.50
2 inch	221-425 pages	2.00

- Coil Binding Prices

BINDS PAGES	PRICE PER COIL
up to 31	1.00
up to 78	1.10
up to 109	1.25
up to 156	1.50

Lamination Charges

- Paper Size and Price Per Unit

8.5 X 11	\$1.75 each
8.5 x 14	\$2.00 each
11 x 17	\$2.50 each

Color Ink Photocopy Charges

- Paper, Size, and Price Per Copy

PAPER	PAPER SIZE	PRICE PER COPY
24lb white laser paper	8.5 x 11 only	.40
28lb white laser paper	11 x 17	.55
28lb white laser paper	12 x 18	.60
32lb white standard	8.5 x 11	.40
32lb white high gloss	8.5 x 11	.75
90lb white cardstock	available in 8.5 x 11	.45
90lb white cardstock available (popular for posters)	available in 8.5 x 14 (cut) and 11 x 17 4 1/8 inches high by 9 1/2 inches long	.80
Envelopes #10, color ink	(Additional sizes -see Print Services for quote)	.45

- Additional Services

<u>Folding per sheet</u>	<u>.03</u>
<u>Folding per booklet</u>	<u>.20</u>
<u>Staple</u>	<u>free</u>
<u>Hole punch</u>	<u>.03</u>
<u>Scanning with no setup</u>	<u>.10</u>
<u>Faxing</u>	<u>.10</u>
<u>Stuffing each piece</u>	<u>.03</u>
<u>Setup format (first 10 minutes)</u>	<u>3.00</u>
<u>Affix label/stamp</u>	<u>.03</u>

Wide Format Printing

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	\$2.50 per square foot
Paper roll stock 32 lb	\$2.75 per square foot
	\$3.50 per square foot no background color /\$6.50 per square foot full background color
Paper roll stock 40 lb	background color
Paper roll stock matte vinyl (6 mil thickness)	\$6.00 per square foot no background color /\$9.00 per square foot full background color
Paper roll stock matte vinyl (17 mil thickness)	\$8.00 per square foot no background color /\$11.00 per square foot full background color
	\$12.00 per square foot no background color /\$15.00 per square foot full background color
Paper roll Photo Luster 260	\$20.00 per square foot no background color /\$25.00 per square foot full background color
Poster Board white 24" x 30"	\$30.00 per square foot no background color /\$35.00 per square foot full background color
Poster Board white 30" x 40"	background color
Clear Static Cling Roll 24" wide	\$6.00 per square foot
Grommet	\$0.50 each