

Finishing & Auxiliary Services

Pouch Lamination Cards/Tags	\$.94
Pouch Lamination Letter Size		1.49
Pouch Lamination Legal Size		1.49
Pouch Lamination Ledger Size		2.99
Pouch Lamination Letter Lamilabel		2.21
Pouch Lamination Ledger Lamilabel		4.43
Pouch Lamination Hand Trim		.45
Pouch Lamination Clips/Pins (each)		.19
Roll Lamination Hand Trim		.45
36" Roll Lamination	per square foot	.75
Lamination, Other	per square foot	.75
Foam Core Mounting Letter		3.71
Foam Core Mounting Legal		3.71
Foam Core Mounting Ledger		4.84
Foam Core Mounting 24" x 36"		22.32
Foam Core Mounting 18" x 24"		11.14
Foam Core Mounting 18" x 48"		22.31
Foam Core Mounting (per sq ft)		3.71
Foam Core Mounting w/Lamination (per sq ft)		5.21
Foam Core Mounting Small Easel		.75
Foam Core Mounting Medium Easel		1.50
Foam Core Mounting Large Easel		2.25
Tape Bind Auto w/Cardstock Covers		.60
Tape Bind Manual w/Cardstock Covers		1.20
Tape Bind Manual w/Cardstock Covers over 1"		1.50
Tape Bind Manual w/Clear or Vinyl Covers		1.50
Tape Bind Manual w/Clear or Vinyl Covers over 1"		1.80
Velo Bind with Cardstock Covers		1.20
Velo Bind with Cardstock Covers over 1"		1.50
Velo Bind with Clear or Vinyl Covers		1.50
Velo Bind w/Clear or Vinyl Covers over 1"		1.80
Comb Bind with Cardstock Covers		1.20
Comb Bind with Cardstock Covers over 1"		1.50
Comb Bind with Clear or Vinyl Covers		1.50
Comb Bind w/Clear or Vinyl Covers over 1"		1.80
Coil Bind with Cardstock Covers		1.50
Coil Bind with Cardstock Covers over 1"		1.80
Coil Bind with Clear or Vinyl Covers		1.80
Coil Bind w/Clear or Vinyl Covers over 1"		2.40
Perfect Binding (does not include cover)		2.28
Perfect Binding Setup		25.00
Saddle Stitch no trim per unit		.23
Saddle Stitch w/trim per unit		.45
Saddle Stitch Setup		4.50
Hand Stapling (65 sheets max)		.10
Folding (per sheet)		.027
Hand Folding (per sheet)		.10
Folding Setup		4.50
3 Hole Drilling (per sheet)		.007
Drilling Setup		3.78
Padding (per pad)		.45
Padding Setup		4.50
Hand Collating (per sheet)		.045
Machine Collating		.018
Cutting (per 400 sheets)		1.34
Cutting Setup		1.80
Shrink-wrap (each)		.45
Shrink-wrap Setup		1.80

Oversize Black & White/Color Copying

Black & White Copying 24" x 36" White Bond	\$	2.25
Black & White Copying 36" x 48" White Bond		4.50
Black & White Copying (per sq ft)		.38
Oversize Enlargement or Reduction (each)		.75
65-lb. Color Print on White Bond Paper (per sq ft)		5.50
Heavyweight Coated Paper Color Print (per sq ft)		7.00
High-gloss Color Photo Print (per sq ft)		10.00

Signs & Banners

Oversize Color Tyvek Banner 3' x 5'	\$	108.00
Oversize Color Tyvek Banner 3' x 8'		176.80
Oversize Color Tyvek Banner 3' x 10'		216.00
Oversize Color Laminated Banner 3' x 5'		114.75
Oversize Color Laminated Banner 3' x 8'		183.60
Oversize Color Laminated Banner 3' x 10'		229.50
Oversize Color Laminated Banner 4' x 5'		153.00
Oversize Color Laminated Banner 4' x 8'		272.00
Oversize Color Laminated Banner 4' x 10'		306.00
Oversize Color Indoor Banner 3' x 5'		89.25
Oversize Color Indoor Banner 3' x 8'		142.80
Oversize Color Indoor Banner 3' x 10'		178.50
Outdoor Banner 3' x 5' – 1 Color Vinyl		84.15
Outdoor Banner 3' x 8' – 1 Color Vinyl		109.65
Outdoor Banner 3' x 10' – 1 Color Vinyl		143.65
Outdoor Banner 3' x 5' – 2 Color Vinyl		92.65
Outdoor Banner 3' x 8' – 2 Color Vinyl		118.15
Outdoor Banner 3' x 10' – 2 Color Vinyl		152.15
Outdoor Banner 4' x 6' – 1 Color Vinyl		110.50
Outdoor Banner 4' x 8' – 1 Color Vinyl		136.00
Outdoor Banner 4' x 10' – 1 Color Vinyl		161.50
Outdoor Banner Additional Charge per Color		8.50
Auto Magnet 12" x 18" – 1 Color		58.65
Auto Magnet 12" x 24" – 1 Color		75.65
Auto Magnet 18" x 24" – 1 Color		97.75
Auto Magnet Additional Charge per Color		8.50
Coroplast 12" x 18" Sign – 1 Color		24.65
Coroplast 18" x 24" Sign – 1 Color		33.15
Coroplast 24" x 36" Sign – 1 Color		46.75
Aluminum 12" x 18" Sign – 1 Color		33.15
Aluminum 18" x 24" Sign – 1 Color		41.65
Aluminum 24" x 36" Sign – 1 Color		67.15
PVC 12" x 18" Sign – 1 Color		33.15
PVC 18" x 24" Sign – 1 Color		41.65
PVC 24" x 36" Sign – 1 Color		67.15
Styrene 12" x 18" – Sign 1 Color		33.15
Styrene 18" x 24" – Sign 1 Color		41.65
Styrene 24" x 36" – Sign 1 Color		67.15
Each Additional Sign Color		8.50
Sign Finish – Grommets (each)		.85
Sign Finish – Banner Ups (each)		.85
Sign Finish – Holes (each)		.85
Sign Finish – Wind Slits		.85
Sign Finish – Double Sided Tape		2.55
Sign Finish – Velcro		2.55
Sign Finish – Easel		2.55
Sign Finish – "H" Frame Stand		4.25
Outdoor Color Laminated Banner,		
FS OS HP Custom	per square foot	\$ 6.38
Indoor Color Banner, FS OS HP Custom	per square foot	5.25
Color Tyvek Banner, FS OS HP Custom	per square foot	6.00

Document Creation

Hourly Rate	\$	54.00
Minimum Job Charge		4.50
Rush/Prep Charge		13.50
Announcement – Standard		17.96
Announcement – Deluxe		22.46
Banner or Sign – Standard		17.96
Banner or Sign – Deluxe		17.96
Brochure – Standard		13.46
Brochure – Deluxe		17.96
Business Card – Standard		22.46
Business Card – Deluxe		26.96
Business Forms – Standard		40.46
Business Forms – Deluxe		62.96
Certificate – Standard		22.46
Certificate – Deluxe		26.96
Chart or Graph – Standard		22.46
Chart or Graph – Deluxe		26.96
Flyers – Standard		26.96
Flyers – Deluxe		35.96
Greeting Card – Standard		22.46
Greeting Card – Deluxe		26.96
Invitation – Standard		17.96
Invitation – Deluxe		26.96
Label – Standard		8.96
Label – Deluxe		17.96
Business Stationery – Standard		13.46
Business Stationery – Deluxe		17.96
Logo Creation – Standard		67.50
Logo Creation – Deluxe		67.50
Menu – Standard		44.96
Menu – Deluxe		62.96
Newsletter – Standard		35.96
Newsletter – Deluxe		44.96
Post Card – Standard		26.96
Post Card – Deluxe		31.46
Programs – Standard		26.96
Programs – Deluxe		35.96
Resume – Standard		40.46
Resume – Deluxe		62.96
Resume Additional Pages		17.96
Ticket – Standard		17.96
Ticket – Deluxe		26.96
Typesetting – Standard		13.46
Typesetting – Deluxe		17.96
Graphic Scan		6.29
Graphic Scan Additional Pages (each)		.89
OCR Scan 1st Page		6.29
OCR Scan Additional Pages (each)		.89
Auto Feed Scanning (per page)		.09
Hand Placement Scanning (per page)		.32
Oversize Color Scanning (each document)		13.46
Oversize Black & White Scanning (each document)		13.46
Clip Art Placement		4.46
Document Assembly		8.96
Simple File Setup		8.96
Hourly File Setup		67.50
Document Retrieval		8.96
CD-Rom Burning (1st disk)		7.49
CD-Rom Burning (additional disks)		3.50
DVD Burn	per each	11.24

Carbonless

Single Sided NCR, 2 part	per set	\$.19
Single Sided NCR, 3 part	per set	.26
Single Sided NCR, 4 part	per set	.34
Double Sided NCR, 2 part	per set	.29
Double Sided NCR, 3 part	per set	.42
Double Sided NCR, 4 part	per set	.55

Self Service Computer Pricing

Black & White Laptop Print Letter	\$.44
Black & White Laptop Print Ledger		.98
Laptop Color Print Letter		.95
Laptop Color Print Ledger		.95
Computer Rental Time (per minute)		.10
Laptop Docking Station (per minute)		.10

Videoconferencing & Faxing

Videoconferencing Point to Point (per hour)	\$	225.00
Videoconferencing P to P w/conversion (per hour)		295.00
Videoconferencing Multipoint (per hour)		265.00
Videoconferencing Multipoint w/conversion		335.00
Faxing Local Send (per page)		1.00
Faxing Domestic Send (per page)		2.00
Faxing International Send (per page)		6.00
Faxing Receive (per page)		1.00

Passport Photos

Passport Photo	\$	11.62
Passport Photo Additional Sets		4.50

Direct Mail Services

Address Verification (minimum charge)	\$	20.00
Address Verification (1 to 14,999 pieces)		0.08
Address Verification (15,000+ pieces)		0.060
Destination address printing (black ink) (1 to 14,999 pieces)		0.06
Destination address printing (black ink) (15,000+ pieces)		0.050
Return address printing (1 to 14,999 pieces)		0.02
Return address printing (15,000+ pieces)		0.020
Address/barcode printing to show through window envelope (one time charge)		60.00
Folding (1 to 14,999 pieces)		0.02
Folding (15,000+ pieces)		0.018
Inserting (1 to 14,999 pieces)		0.03
Inserting (15,000+ pieces)		0.028
Envelope sealing (1 to 14,999 pieces)		0.02
Envelope sealing (15,000+ pieces)		0.018
Postage Service Fee (meter or permit) (1 to 14,999 pieces)		0.03
Postage Service Fee (meter or permit) (15,000+ pieces)		0.030
Tabbing (1 to 14,999 pieces)		0.04
Tabbing (15,000+ pieces)		0.040
#10 White Standard Envelope (1 to 14,999 pieces)		0.03
#10 White Standard Envelope (15,000+ pieces)		0.030
#10 Window Envelope (1 to 14,999 pieces)		0.04
#10 Window Envelope (15,000+ pieces)		0.040
6 x 9" Envelope (1 to 14,999 pieces)		0.05
6 x 9" Envelope (15,000+ pieces)		0.050
9 x 12" Envelope (1 to 14,999 pieces)		0.07
9 x 12" Envelope (15,000+ pieces)		0.070

Office Supplies

White 1/2" – 3 Ring Binder	\$	2.06
White 1" – 3 Ring Binder		2.24
White 1 1/2" – 3 Ring Binder		3.14
White 2" – 3 Ring Binder		4.04
White 3" – 3 Ring Binder		4.94
Black 1/2" – 3 Ring Binder		2.06
Black 1" – 3 Ring Binder		2.24
Black 1 1/2" – 3 Ring Binder		3.14
Black 2" – 3 Ring Binder		4.04
Black 3" – 3 Ring Binder		4.94
Zip Disk (each)		4.46
Floppy 3.5" Disk (each)		4.46

Litigation Copying

Litigation, Grade A	per printed side	\$.08
Litigation, Grade B	per printed side	.09
Litigation, Grade C	per printed side	.14
Litigation, Grade D	per printed side	.19
Litigation, Grade E	per printed side	.23
Litigation, Grade F	per printed side	.26

Litigation Copying Grade Descriptions

Grade A: Originals that can be auto-fed, without staples, paper clips, or dividers.

Grade B: Originals that are predominately large auto-feedable sections (50+ pages) of clipped, bound, or stapled originals.

Grade C: Originals that have staples, clips, or tags requiring extra handling or continuous feed forms.

Grade D: Originals that require extensive handling due to large number of staples, clips, or odd size sheets. Rebind, clip, or staple originals and copies.

Grade E: Originals that can be manually placed on the copier glass due to odd size or poor condition. Rebind, clip, or staple originals and copies.

Grade F: Originals that are small; can fit more than one document on the copier glass at one time (i.e. checks or receipts). Rebind, clip, or staple originals and copies.

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Papers & Covers

Name	Paper Code	Paper Sizes*	Recycled Content	JCP Code	Price	Double Sided Price	Color Copies ¹
Standard White	W	L/T	30%	O65	\$ 0.024	\$ 0.048	\$ 0.300
100% Recycled	R100		100%	O70	0.024	0.048	0.300
70# Offset	W70		0%	—	0.049	0.077	0.300
90# Index	W90	T	20%	—	0.080	0.108	0.450
110# Index	W110		20%	—	0.080	0.108	0.450
24# Laser Paper	LZ	L/T	0%	O61	0.049	0.077	0.300
Recycled Laser	LZ100		100%	O70	0.049	0.077	0.300
Gloss Text	CT	T	15%	A180	0.150	0.300	0.450
Color Copy Cover	LZ80	T	0%	—	0.200	0.400	0.400
10pt. Gloss Cover	CC2	T	0%	—	0.200	0.400	0.500
Transparencies	TR1		0%	—	0.750		1.500
Mailing Labels	LB33		0%	—	0.450		0.750
90# Tabs	TB1		30%	K10	0.150	0.300	0.450
110# Tabs	TB2		30%	K10	0.150	0.300	0.450

Pastels & Brights

Name	Paper Code	Paper Sizes*	Recycled Content	JCP Code	Price	Double Sided Price	Color Copies ¹
Ivory	P1	L/T	30%	A90	\$ 0.049	\$ 0.077	\$ 0.30
Canary	P2		30%	A90	0.049	0.077	0.30
Goldenrod	P3		30%	A90	0.049	0.077	0.30
Salmon	P4		30%	A90	0.049	0.077	0.30
Pink	P5		30%	A90	0.049	0.077	0.30
Orchid	P6		30%	A90	0.049	0.077	0.30
Blue	P7	T	30%	A90	0.049	0.077	0.30
Green	P8		30%	A90	0.049	0.077	0.30
Ultra Lemon	B1	T	0%	—	0.049	0.077	0.30
Sun Yellow	B2	L/T	30%	A90	0.049	0.077	0.30
Ultra Orange	B3	T	0%	—	0.049	0.077	0.30
Ultra Lava	B4		0%	—	0.049	0.077	0.30
Red	B5		30%	A90	0.049	0.077	0.30
Ultra Pink	B6		0%	—	0.049	0.077	0.30
Ultra Fuchsia	B7		0%	—	0.049	0.077	0.30
Ultra Grape	B8		0%	—	0.049	0.077	0.30
Blue	B9	L/T	30%	A90	0.049	0.077	0.30
Green	B10		30%	A90	0.049	0.077	0.30
Ultra Lime	B11		0%	—	0.049	0.077	0.30

Specialty — Black & White Copies

Acetate/Transparencies letter	\$ 0.75
White mailing label letter	0.45
Clear mailing label letter	0.45
90-lb. 1/3 cut 9" x 11" tab	0.15
90-lb. 1/5 cut 9" x 11" tab	0.15
Tab creation setup	0.90
Hand Placement Per Original	0.25
Machine Stapling	0.01
Transparencies, B/W, 11" x 17" per each	1.50

*Paper Sizes: L for Legal, T for Tabloid (11" x 17")

Pricing listed is for Letter. No Additional Charge for Legal. Tabloid is double the price listed.

¹Double Sided Color Copies are double the price listed.

Cardstocks

Name	Paper Code	Paper Sizes*	Recycled Content	JCP Code	Price	Double Sided Price	Color Copies ¹
Ultra Bright White	EC0		80%	L20	\$ 0.120	\$ 0.148	\$ 0.400
Natural	EC3		30%	L20	0.120	0.148	0.400
Milky Way	RC0		100%	L20	0.120	0.148	0.400
Glacier Mist	RC1	T	30%	L20	0.120	0.148	0.400
Sand Stone	RC2		30%	L20	0.120	0.148	0.400
Desert Haze	RC3		30%	L20	0.120	0.148	0.400
Sea Spray	RC5		30%	L20	0.120	0.148	0.400
Antique Gray	RC9		100%	L20	0.120	0.148	0.400
Mesa White	RC10		50%	L20	0.120	0.148	0.400
Saw Grass	RC14		100%	L20	0.120	0.148	0.400
Soft Pink	RC15		100%	L20	0.120	0.148	0.400
Soft Blue	RC16		100%	L20	0.120	0.148	0.400
Ivory	PC1	T	30%	L23	0.080	0.108	0.400
Canary	PC2		30%	L23	0.080	0.108	0.400
Pastel Blue	PC7		30%	L23	0.080	0.108	0.400
Green	PC8		30%	L23	0.080	0.108	0.400
Sun Yellow	BC2		30%	A90	0.080	0.108	0.400
Ultra Orange	BC3		0%	—	0.080	0.108	0.400
Ultra Lava	BC4		0%	—	0.080	0.108	0.400
Red	BC5		30%	A90	0.080	0.108	0.400
Ultra Fuchsia	BC7		0%	—	0.080	0.108	0.400
Blue	BC9		30%	A90	0.080	0.108	0.400
Ultra Lime	BC11		0%	—	0.080	0.108	0.400

Resume & Executive Papers

Name	Paper Code	Paper Sizes*	Recycled Content	JCP Code	Price	Double Sided Price	Color Copies ¹
Ultra Bright White	E0		80%	A91	\$ 0.100	\$ 0.128	\$ 0.30
Pure White	E1		0%	—	0.100	0.128	0.30
Natural	E3		30%	D11	0.100	0.128	0.30
Milky Way	R0		100%	A91	0.100	0.128	0.30
Glacier Mist	R1	T	30%	D11	0.100	0.128	0.30
Sand Stone	R2	T	30%	D11	0.100	0.128	0.30
Desert Haze	R3		30%	D11	0.100	0.128	0.30
Sea Spray	R5	T	30%	D11	0.100	0.128	0.30
Willow	R6		100%	A91	0.100	0.128	0.30
Antique	R7		30%	H30	0.100	0.128	0.30
Tan	R8		30%	H30	0.100	0.128	0.30
Antique Gray	R9		100%	A91	0.100	0.128	0.30
Mesa White	R10		50%	A91	0.100	0.128	0.30
Saw Grass	R14		100%	A91	0.100	0.128	0.30
Soft Pink	R15		100%	A91	0.100	0.128	0.30
Soft Blue	R16		100%	A91	0.100	0.128	0.30

Specialty — Color Copies

Acetate/Transparencies letter	\$ 1.50
White mailing label letter	0.75
Clear mailing label letter	0.75
Transparencies, Color, 8 1/2" x 11" per each	1.50
Transparencies, Color, 11" x 17" per each	3.00