

Copy Services Price List

Binding and Finishing | Black and White Photocopying and Printing | Color Photocopying and Printing | Document Scanning | Faxes | Large Format Printing and Finishing

Self Service							
White Bond	Size	Black & White			Colored		
letter	8.5*11	0.09			0.35		
Legal	8.5*14	0.14			0.50		
Ledger	11*17	0.18			0.70		
Full Service							
White Bond	Size	Black & White			Colored		
Letter Legal Ledger		1-500	501-1000	1001 +	1-500	501-1000	1001 +
	8.5*11	0.10	0.09	0.08	0.50	0.45	0.40
	8.5*14	0.15	0.14	0.12	0.55	0.50	0.45
	11*17	0.20	0.18	0.18	1.15	1.10	0.50
3 Hole Punch							
Hand per page					0.05		
Machine per page					0.02		
Binding							
Comb					3.25		
Coil					4.25		
Front & Back presentation covers (per set)					0.50		
Cutting							
Per Cut					0.75		
Faxing							
Receiving/ sending (per page) in USA					0.75		
Folding							
Hand, per fold					0.20		
Machine (letter size) per sheet					0.05		
Laminating							
Letter or Legal					1.05		
Ledger					1.90		
Roll 13" wide					0.45 <i>per linear inch</i>		
Mailing Labels							
Black & White		1.25		Color		2.10	
Stapling							
Hand		0.15		Machine		0.05	

Other Services

Hand Collating		0.20
NCR (Black Ink, 8.5*11, Single sided)	2 Parts	0.30
	3 Parts	0.40
Scan & Save / Email (Letter Size)		0.99 per scan
Scan & Save / Email (Ledger size)		1.50 per scan
Typesetting		25.00 Per Hour / 10.00 Minimum

Paper Choices (Does not include copy price)

<u>Letter Size</u>	<u>Text</u>	<u>Cord Stock</u>
Hammermill	0.06	0.11
Astrobright	0.07	0.12
Accent Opaque	0.11	
Classic Crest	0.12	
28# Laser - White	0.14	
<u>Ledger Size</u>		
White	0.22	
28# Laser - White	0.28	