

PAGES PRICING GUIDE

Color Copies

* 8.5x11	SIMPLEX	DUPLEX	
1-50	.475	.95	
51-100	.455	.91	
101-150	.435	.87	
151-200	.42	.84	
201-249	.41	.78	
250+	.395	.75	
* 11X17	SIMPLEX	DUPLEX	
1-50	.95	\$1.90	
51-100	.91	\$1.81	
101-150	.87	\$1.65	
150-249	.82	\$1.58	
250+	.79	\$1.50	
* B&W (ON COLOR COPIER)	SIMPLEX		
8.5x11	.10		As one side only on reverse side of color copy
11x17	.20		
* TRANSPARENCIES (COLOR)			
PAGES provides paper	1.50		
customer provides paper	1.00		
* BULK POSTCARDS (c/b&w)	500 = .21 each		
	250-499 = .27 each		
	100-249 = .33 each		
	50-99 = .35 each		

B&W Copies on 8.5 x 11

* 8.5 X 11	SIMPLEX	DUPLEX	
20# white	.0425	.075	
60# white	.0775	.125	
70# white	.0875	.145	
20# ivory, pastels	.065	.105	
70# ivory, pastels	.0875	.145	
80# Cougar Natural text	-.103	.1765	
80# Cougar Natural cover	.135	.21	
astrobrights	.0875	.145	
specialty (text)	.085	.145	
specialty (cover stock)	.14	.215	
67# vellum bristol	.1175	.19	
80# linen/smooth	.1375	.25	
C1S 8 pt.	.1775	.29	
C1S 10 pt.	.1975	.325	
C2S 10 pt.	.23	.35	

B&W Copies on 11 x 17 and 8.5 x 14

* 11 x 17	SIMPLEX	DUPLEX	
20# white	.075	.115	
60# white	.1375	.20	
70# white	.14	.235	
20# ivory, pastels	.1175	.20	
70# ivory, pastels	.1475	.24	
80# Cougar Natural text	.1725	.295	
80# Cougar Natural cover	.2125	.38	
astrobrights	.1475	.245	
specialty (text)	.1525	.25	
specialty (cover stock)	.2325	.385	
67# vellum bristol	.2125	.395	
C1S 8 pt.	.3325	.51	
C1S 10 pt	.385	.54	
C2S 12 pt.	.425	.55	

Wide Format Printing

print	\$7.50/sq. ft.
print vinyl	\$9.10/sq. ft.
mount	\$5 setup plus \$2.25/sq. ft.
laminate	\$4 setup plus \$3/sq. ft.
trim	\$1.25/side
roll paper	\$3
foamboard	
30x40	\$4.75
40x60	\$8.00
48x96	\$16.00
velcro	\$2.25/6 inches
grommets	.50 ea.

B&W Copies on other sizes/products

LETTERHEAD	SIMPLEX	DUPLEX
PAGES provides paper	.135	.18
customer provides paper	.07	.11
TRANSPARENCIES		
PAGES provides paper	.67	
customer provides paper	.55	
ADDRESS LABELS	.45/sheet	
CARBONLESS SETS (collate/pad additional charges)		
8.5x11	.0625/sheet	.115
(bookstore)	.0675	.135
10 pt. manila tag stock	.11/sheet	
8.5x14	.09	.16
(bookstore)	.095	.17
CRACK & PEEL	.55 ea. plus copies	
PARKING TAGS	.575/sheet	
RAFFLE TICKETS (std. size)	1-500 = .0625 ea.	
	501-1,000 = .0575 ea.	
	1,001-5,000 = .0525 ea.	
	5,001 and up = .0475 ea.	
TAB SHEETS (lots of 5 only)	.29 each	
DIPLOMAS	\$1.25 each	

reduce/enlarge on copier	.17 extra/sheet
hand feeding on copier	.06 extra/sheet
convert bound copy (bursting)	.17 extra/sheet
color balancing/conversion	\$6.50 plus copies
creative editing	\$20 plus copies

* NOTECARDS (BLACK) IMPRINT

ENVELOPES INCLUDED	
gold foil logo on blue front	50 = \$32
blue & gold logo on white	50 = \$22
gold seal on ivory	50 = \$25
singles (not in lots of 50)	.90 ea.
pre-printed A2 and A6 envs.	.25 ea.
notecards (blank) 50 = \$27, \$17, \$20	

* TRANSITIONS TAGS/CARDS

preprinted nametags	.375/sheet
preprinted business cards	.475/sheet
plus cut (nametags x 8, business cards x 9)	
and bundle (nametags x 1, business cards 10x no. of originals)	

bundle = .35 each

Web Design Service

* design (minimum)	\$37.50/hr.
upload pictures	\$2 ea.

Business Cards

* ON COLOR COPIER			
50 = \$28	100 = \$38	250 = \$42.50	
* OUTSOURCED (THERMOGRAPH)			
Smooth White	White Linen or Laid		
500 = \$90	500 = \$95		
1,000 = \$95	1,000 = \$100		

Campus Maps

singles	\$1.45
25	\$9.75
50	\$17.25
100	\$30.50

Packaging

shrink wrap (8/5x11)	.17 ea.
shrink wrap (11x17)	.28 ea.
bundle and rubber band	.35 ea.
wrap in kraft paper	\$1.50 ea.
mailing tubes	\$1.50 ea.
letterhead boxes	.28 ea.
envelope boxes	.28 ea.
business card boxes	.55 ea.

Pre-printed Items

* LETTERHEADS/ENVS.		
general letterhead	ream	\$43.75
specific office letterhead	ream	\$73.00
Venango letterhead	ream	\$58.00
broken ream letterhead	sheet	.16
#10 general regulars	500	\$39.00
singles	each	.145
#10 specific office regs.	500	\$69.50
Less than 5,000		\$67.25/box
5,000-9,500		\$51/box
10,000-19,500		\$43.50/box
20,000 and up		\$40.75/box
#10 general windows	500	\$38.50
singles	each	.155
#10 windows specific	500	\$67.50
Less than 5,000		\$67.25/box
5,000-9,500		\$51/box
10,000-19,500		\$43.50/box
20,000 and up		\$40.75/box
#10 specific window/tint	500	\$74.50
Less than 5,000		\$70/box
5,000-9,500		\$56/box
10,000-19,500		\$51/box
20,000 and up		\$48.25/box
Venango #10 regulars	500	\$49.50
#9 general regulars	500	\$39.00
singles	each	.145
#9 specific office regs.	500	\$67.50
Less than 5,000		\$67.25/box
5,000-9,500		\$51/box
10,000-19,500		\$43.50/box
20,000 and up		\$40.75/box
#9 specific window/tint	500	\$74.50
Less than 5,000		\$70/box
5,000-9,500		\$56/box
10,000-19,500		\$51/box
20,000 and up		\$48.25/box
Transitions 6x9	500	\$83.00
6x9 individual	each	.20
A2 and A6 envelopes	each	.29

Engraved Signs = .55/sq. in.

.75/piece of tape
3" x 5" signs = \$6
wood desk mount = \$10

Miscellaneous Items/Charges

saddlebags	each	\$10.00
blue/gold T-shirts	each	\$8.00
laneyards (Transitions)	each	.55
laneyards (others)	each	.77
badge holders with clip	each	.80
badge holders (no clip)	each	.55
answer sheets	500 pack	\$27.00
class record books	each	\$10.00
mailing labels	roll	\$27.00
certificate holders	each	\$5.95
easel	each	\$1.00

ON COMPUTER

rush charge (less than 24 hrs.)	\$7
conversion of Publisher/Powerpoint files	\$12.50
scan photo (small number)	\$4/photo
multiple scans (photo sheets)	\$20/hr. \$5 min.
burn files to CD	\$6
blank CD	\$2
camera rental	\$25/day

MOVIE POSTERS	\$4.25	(laminated)	\$7.25
Student Portfolio 11x17 PDF	color .45	b&w .05	

Finishing and Bindery

	MACHINE	HAND
collate/gather	.013/sheet .0185 (bookstore)	.03/sheet
fold 1/3 or 1/2	.013/sheet .10 (double fold)	.02/sheet
fold 1/4	.026/sheet	.04/sheet
fold cover	.0475/sheet	.06/sheet
stapling	.013/sheet	.07/sheet
saddle stitch	.019/sheet .0235/sheet (bookstore)	.05/sheet
staple removal		.07/staple
hole punch	.013/sheet .0185 (bookstore)	.026/sheet
hand drill	\$5 setup plus:	.023 for 1-hole punch .033 for 2-hole punch .043 for 3-hole punch
label	.029/sheet	.055/sheet
insert pgs.	.075/sheet	tab pgs. = .12/sheet
marring		.0185/sheet
hand count		.026/sheet
padding	.027/sheet .029 (bookstore) .06 each to mount pads on posters	.035 with chipboard
perforate	.0295/sheet	
score	.0275/sheet .09 (book spine)	.35 (if required)
numbering	black ink	.035/number/sheet
laminates	8.5x11 11x17 10 mil pouches	\$2 setup plus \$1.40/foot \$2 setup plus \$2.60/foot \$4 each
cutting	20# 28# or 67# cover stock	\$1.10/cut/500 sheets \$1.35 (bookstore) \$1.10/cut/250 sheets \$1.35 (bookstore) \$1.10/cut/100 sheets \$1.35 (bookstore)
	precision hand cuts book trim on cutter	\$2 per piece \$1.10/lift
perfect bind	(glue binding)	.575 /item with no setup fee

* COMB BINDING (plastic combs and plastic coils)

COMB/COIL SIZE	SHEETS 20 LB.	PER SHEET
1/4"	20 sheets	.45
5/16"	34 sheets	.60
3/8"	54 sheets	.70
8mm or 7/16"	74 sheets	.80
	94 sheets	.90
11mm or 9/16"	112 sheets	\$.1.00
	130 sheets	\$1.10
15mm or 3/4"	150 sheets	\$1.25
	170 sheets	\$1.35
	200 sheets	\$1.45
	225 sheets	\$1.60
	250 sheets	\$1.70
	275 sheets	\$1.90
	325 sheets	\$2.25
	375 sheets	\$2.30

Mailing

mail merge		\$6
address/insert/CASS	piece	.0275
address/insert/CASS/variable data	piece	.0375
address/insert/CASS/with indicia	piece	.0325
personalized address (2nd run)	piece	.04
hand sealing envelopes	piece	.06
hand sorting/counting	piece	.07
hand sort by zip code	piece	.12
hand sort for exclusion	piece	.12
hand stuff	piece	.06
tabs	single .0285	double .0575
labels	machine .0285	hand .055
straps	small .99	large 1.40

Paper and Envelopes

* WHITES (BLANK)			
20# copy paper			
8.5x11	ream		\$3.90
8.5x11	singles		.114
8.5x11	carton		\$35
8.5x14	ream		\$6.45
8.5x14	singles		.0173
11x17	ream		\$9.10
11x17	singles		.021
70# white text			
8.5x11	ream		\$6.70
8.5x11	singles		.106
11x17	ream		\$13.10
11x17	singles		.30
60# white text			
8.5x11	ream		\$6.10
	case		\$49.50
11x17	ream		\$11.55
* COLOR COPY PAPER (BLANK)			
28# text			
8.5x11	ream		\$17.65
11x17	ream		\$32.75
12x18	ream		\$36.35
60# cover			
8.5x11	ream		\$22.60
11x17	ream		\$41.90
12x18	ream		\$46
* PASTELS (BLANK)			
20# text			
8.5x11	ream		\$6.40
8.5x11	singles		.065
8.5x11	carton		\$51.50
8.5x14	ream		\$10.10
11x17	ream		\$13.30
70# text			
8.5x11	ream		\$15.45
8.5x11	singles		.0875
11x17	ream		\$32
* ASTROBRIGHTS (BLANK)			
8.5x11	ream		\$11.30
11x17	ream		\$22.30
* COVER STOCK (BLANK)			
67# vellum bristol			
8.5x11	ream		\$13.30
8.5x11	singles		.12
11x17	ream		\$27.10
80# white & ivory	each		.0875
* SPECIALTY PAPERS (BLANK)			
70# text			
8.5x11	ream		\$13
8.5x11	each		.175
11x17	ream		\$25.85
60# cover			
8.5x11	ream		\$28.30
11x17	ream		\$55.50
90# index (blue)			
8.5x11	ream		\$16.75
blank perfed paper	ream		\$29
	carton		\$85
blank tab sheets	each		.32
blank label paper	sheet		.0875
blank crack & peel	sheet		.31
60# blank back cover	sheet		.135
blank letterhead paper	8.5x11 ream		\$29
blank envelopes			
A-2 and A-6	.165 each		
#9 or #10	.225 each		\$12/box
8.75"x 11.5"	.2875 each		

Convert Your Paper Files to Digital PDF Format

0-250	10 cents per sheet	5,001-10,000	3 cents per sheet
251-500	8 cents per sheet	10,001-15,000	2 cents per sheet
501-1,000	7 cents per sheet	15,001-25,000	1 cent per sheet
1,001-2,500	5 cents per sheet	Burn to disk	\$5 per disk
2,501-5,000	4 cents per sheet		