

DUPLICATING PRICE CHART

NOV 2023

NCR - CARBONLESS FORMS 8 1/2" x 11"		LAMINATING SERVICES	
2-Part, 250 sets (white, yellow)	\$ 50.00	Prices based on number of Sheets per size	Staff /Student
3-Part, 167 sets (white, yellow, pink)	\$ 50.00	8 1/2" x 11" 5MIL (>=50 sheets \$2.00)	\$ 2.50
4-Part, 125 sets (white, yellow, pink, goldenrod)	\$ 50.00	8 1/2" x 14" 5MIL	\$ 3.00
Doubled Sided add	\$ 25.00	11 x 17" 5MIL (>=50 sheets \$3.00)	\$ 3.50
8 1/2" x 14" / per ream	\$ 60.00	12 X 18"	
11" x 17" / per ream	\$ 75.00	Large Format per square foot	\$ 2.50
Color NCR (8.5 x 11)	\$ 110.00		
2-sided NCR printing	Add \$ 40.00		

FULL COLOR COPYING		
Size of Paper	Staff	Student
Letter 8.5" x 11"	\$ 0.40	\$ 0.22
Legal 8.5" x 14"	\$ 0.50	\$ 0.33
Ledger 11" x 17"	\$ 0.80	\$ 0.44
12" x 18"	\$ 0.90	\$ 0.66
COVER #80		
8.5X11	\$ 0.45	\$ 0.25
11X17- 12X18"	\$ 0.90	\$ 0.50
COVER#100		
12"X18-13X19	1	0.60
HIGH VOLUME COLUMN	LASER 28 8.5 X 11	LASER 11 X 17
1001-2500	\$0.38	\$0.78
2501-5000	\$0.36	\$0.76
5001-up	\$0.34	\$0.74
#80 1001-2500	0.42	\$0.86
Cardstock 2501 +	0.40	\$0.82

BLACK AND WHITE COPYING		
Size of Paper	Staff	Student
Letter 8.5" x 11"	\$0.10	\$ 0.06
Legal 8.5" x 14"	\$0.13	\$ 0.08
Ledger 11" x 17"	\$0.20	\$ 0.11
12" x 18"	\$0.23	\$ 0.13
Cardstock 8.5" x 11"	\$0.20	\$ 0.10
Cardstock 11" x 17"	\$0.30	\$ 0.15
Cardstock 67 # any color		
Letter 8.5" x 11"	\$0.15	\$ 0.08
Ledger 11" x 17"	\$0.30	\$ 0.13

LARGE FORMAT PRINTING	Per sq. ft
20lb per square footage	\$ 2.00
24lb per square footage	\$ 3.00
32lb per square footage	\$ 3.50
45lb per square footage	\$ 4.50
Regular Gloss	\$ 7.00
Heavy Gloss	\$ 7.00
Satin Finish	\$ 7.00
Print & Stick	\$ 6.00
HP Matte POLY Adhesive	\$ 5.00
Wall Paper	\$ 5.00
HP Reinforced Banner	\$ 6.00
Vinyl/Canvas	\$ 8.00
Grommets each	\$ 3.50

Finishing Services				
	1-250 Sheets	251-500 Sheets	501-750 Sheets	751-1000 Sheets
Folding Cost	\$ 5.00	\$ 10.00	\$ 15.00	\$ 20.00
Charge \$5.00/ per 500 sheets after that				
Booklet Making/ Saddle Stitch per book	\$ 0.05			
3-hole punching per sheet	\$ 0.01			
Cutting: Per cut/Per ream	\$ 2.50			

BINDING SERVICES	
Students & Staff	
Tape Bind	\$ 3.00
Comb/Spiral Binding	\$ 3.00
Cover Bind / COIL Bind	\$ 3.00
Clear Vinyl Covers	\$ 0.50
Black back Vinyl Covers	\$ 0.50
Capacity is based on 20lb bond paper	
Thick paper or card stock may affect final pricing	
PRINTING LABELS	\$ 0.30 per sheet
ENVELOPE STUFFING	\$ 25.00 per hour
GRAPHIC DESIGN	\$ 35.00 per hour

ENVELOPES – #10, #9 Window/ No window	\$ 50.00 per box of 500
6 x 9" Booklet envelope 6 x 9" Booklet envelope WINDOW	\$ 50.00 per box of 500 \$ 180.00 (SPECIAL ORDER, 2 WEEKS MINIMUM)
#A2, #A6, #A7	\$ 45 per box of 250
9.5 x 12.5	\$ 110.00 per box of 500 \$ 110.00 per box of 500(Window)
Letterhead	\$ 60.00 per box of 500
BUSINESS CARDS	
250	\$ 25.00
500	\$ 40.00

DISCOUNT MAY APPLY FOR HIGH VOLUME PRINTING / COPYING

Foam Boards	
18 X 24	\$10
24 X 36	\$10
24 X 36 Self adhesive	\$15
36 X 48	\$20
Mounting On non-self-adhesive	\$15