

DUPLICATING & PRINTING PRICE SHEET

PLEASE INQUIRE WITH ANY QUESTIONS (464-5390). WE ARE HAPPY TO PROVIDE QUOTES FOR ANY JOB BUT NONE WILL BE GIVEN UNLESS REQUESTED.

Printing Costs:

Laserprinter copying/printing (B&W):

Per one-sided sheet (8.5x11" with or without bleeds)	\$0.05
Per one-sided sheet (11x17" with or without bleeds, or 12x18" without bleeds) . . .	\$0.10
Per two-sided sheet (8.5x11" with or without bleeds)	\$0.10
Per two-sided sheet (11x17" with or without bleeds, or 12x18" without bleeds) . . .	\$0.20

Laserprinter copying/printing (FULL COLOR):

Per one-sided sheet (8.5x11" with or without bleeds)	\$0.20
Per one-sided sheet (11x17" with or without bleeds, or 12x18" without bleeds) . . .	\$0.40
Per two-sided sheet (8.5x11" with or without bleeds)	\$0.40
Per two-sided sheet (11x17" with or without bleeds, or 12x18" without bleeds) . . .	\$0.80

NOTE: FULL COLOR PRINTING PRICING INCLUDES ANY CHOICE OF PAPER STOCK* AT NO ADDITIONAL CHARGE.

1 Page = one 8.5x11" sheet, one sided

* Except crack and peel and tabbed divider sheets

PLEASE NOTE: All charges above are based on the 8.5x11" sheet:

- if your document is 8.5x5.5" (full color, one-sided), allowing us to fit 2 copies on one sheet and trim to size, each copy would cost \$0.09 (4 per sheet = \$0.045 each, etc.)
- if your document is larger than 8.5x11" but smaller than 12x18", it will require printing on an 11x17" or 12x18" sheet and will be priced at 11x17"/12x18" rates. We can shrink documents to fit the smaller sheet for cost savings if desired.

Envelope Printing Costs:

Full color or b&w printing, per side of envelope:

0-25% area coverage.	\$0.05
26-50% area coverage.	\$0.10
51-75% area coverage.	\$0.15
76-100% area coverage.	\$0.20

Based on A2, A6, A7, #9/#10 sized envelopes. Smaller and larger envelopes pricing may vary.

Design/Layout/Scanning Fee \$40.00/hr

Addressing/Mailing:

Addressing (each piece)	\$0.02
Stuffing (each piece, mechanically)	\$0.02
Stuffing (each piece, by hand).	\$0.05
Envelopes (each) (#10/#9, window or non-window).	\$0.04
Envelopes (each) (A2/A6/A7)	\$0.05
Envelopes (each) (6x9")	\$0.09
Envelopes (each) (9x12")	\$0.11
Envelopes (each) #9/#6.75 Remit.	\$0.02
Closure tabs (each)	\$0.01
Bulk Rate Postage (charges handled by Mail Center, not Duplicating) . .	\$0.11-\$0.15 ea

Paper Stock Costs (per 100 sheets 8.5x11"):

Text weight:

20# (30% or 100% recycled)	included
Hammermill colored stock 20#	\$1.00
Hammermill Color Copy 70#	\$1.85
Springhill colored stock 70#	\$1.85
Hots, Britehue, Smart Brights fluorescent 60#	\$1.75
Gloss text 80#	\$1.50
Gloss text 100#	\$2.74

Cover weight/Cardstock:

90#/110# index (b&w printing only)	\$2.10
80# cover (uncoated).	\$3.94
Gloss or dull coated cover 100#	\$4.15
Pastel 67# cover (uncoated).	\$2.08
Hots fluorescent 65# cover (uncoated)	\$3.75
Skytone Parchment cover (uncoated)	\$5.70
Cardstock tab dividers (each)	\$0.10

Specialty:

Skytone Parchment or Mohawk Aged Vellum 60# text	\$2.83
Crack'n'peel sticker stock	\$25.00
Doorknob Hangers (per sheet of 3)	\$0.66
Chipboard (blank)	\$7.00
19x27	\$0.54/Side
Window Cling	\$1.39/12x18
Relyco ID Card Integrated	\$0.23
12x18 Synthetic.	\$1.024/12x18
12x18 Clear Waterproof Label	\$1.20/12x18
12x18 Matte Waterproof	\$1.536/12x18
11x17 Table Tents	\$0.80/11x17
Floor Graphic Kit.	50 Sets/Case - \$5/Set
Appleton NCR Carbonless:	
2 part reverse	\$1.43
3 part forward.	\$2.32
4 part reverse	\$1.70

Finishing Costs:

Binding:

Saddle Stitch (each booklet)	\$0.05
<i>Please note: saddle stitched booklets require a page count that's a multiple of 4. Booklets received otherwise will require blank pages added (at same cost of non-blank pages)</i>	
Plastic coil spiral bind (includes drilling):	
1" diameter or less	\$0.25
More than 1" diameter	\$0.50
Perfect Binding.	\$0.50
Laminating (max width 11")	\$0.50 8.5x11"/\$1.00 11x17"
Perforating/Scoring w/o fold (each)	\$0.03
Shrinkwrapping/Bundling (each) (if requested)	\$0.05

Special Ops:

Blank 20# LTR stock 3 or 5-hole drill	\$40.00/5000 sheets
Padding provided stock	\$5.00/3000 sheets

Duplicating Storefront:

<http://www.upstate.edu/duplicating>