



Keeping Your Business On Track



Black & White Copying

Black & White Single Sided Copying

# of sets / original	price / copy
1-99	7¢
100-499	5¢
500-999	4.5¢
1000-2499	4¢
2500-4999	3.5¢
5000+	3¢
NCR (2 pt.)	25¢
NCR (3 pt.)	35¢

Black & White Double Sided Copying

# of sets / original	price / copy
1-99	13.5¢
100-499	9.5¢
500-999	8.5¢
1000+	7.5¢

Special Stocks (add to above copy charges)

Legal or three hole punch, per copy	2¢
Pastel Paper, per copy	2¢
Bright Paper, per copy	4¢
Resume / Card Stock, per copy	13¢
11 x 17, Twice the calculated price	

Custom Copying Jobs

Removing staples / paperclips / originals in file folders / hand fed originals / etc., per copy	25¢
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Finishing Services

Stapling, per staple	
by machine	3¢
by hand	5¢
Drilling, per hole, per 250 (paper) or 125 (card stock)	\$1.00
Cutting, per cut, per 250 (paper) or 125 (card stock)	\$1.00
Booklets	25¢
Booklets with trim	45¢
Folding, per page (min. 250)	3¢
Padding, per pad	50¢
Hand Collating, per sheet	8¢
Shrink Wrap, per wrap	50¢
Laminating (8½ x 11)	\$2.99
(11 x 17)	\$4.99

Binding Services

Plastic Comb & Velo® (up to 1")	
Card Stock, Paper, Vinyl or Clear Covers	
1 - 100	\$2.99
101 - 500	\$1.95
Thickness Over 1", add per inch	\$1.00
Rebinding	\$1.99
Coil, Tape & Wire available in large quantities	

Full Color Copying

Letter	59¢
Legal	89¢
11 x 17	\$1.49
Reductions or Enlargements	\$1.00
Editing (Special Colorization, Cropping, etc.)	\$1.00
Two-sided color copies are twice the calculated price	
Full Color Business Cards	500 \$99.00
1000	\$129.00

Special Stocks (add to above copy charges)

80# coated text / 80# cover, per copy	20¢
8pt coated cover, per copy	30¢
Kromekote, per copy	40¢
Heat Transfers, per copy	\$2.00
11 x 17, Double upcharge amount	

Presentation Materials

Overhead Transparencies, black & white	99¢
Overhead Transparencies, full color	\$2.99
Custom Instant Tabs	
Initial Set Up, per original tab	\$2.00
Run Copies, per tab	50¢

Large Format Color

Plotting, per sq. ft.	\$15.00
Durstlambda (digital photographic print), per sq. ft.	\$20.00
Lamination, per sq. ft.	\$5.00
Lexan, per sq. ft.	\$15.00
Foam Core Mounting, per sq. ft.	\$10.00
Proofs, tests and customer errors on disk not laminated, per sq. ft.	\$7.50
Velcro, per linear ft.	\$2.00
Volume Discounts available on a per job basis	

Graphic /Computer Services

Graphic Design, per hour	\$75.00
Corporate Identity Package (logo design)	\$750.00
Electronic File Conversion, per hour	\$75.00
Flatbed Scans	
Prints	\$15.00
Transparencies	\$15.00
O.C.R. Scanning, per page	\$20.00
Drum Scans (up to 20 Mgs)	\$75.00
Scan Manipulation/Clean Up, per hour	\$75.00
Digital Photo Purchase (plus photo cost), per photo	\$20.00
Digital File Upload	\$19.95
Download to Zip® Disk	\$19.95
Download to CD	\$19.95
E-mail File	\$5.00
Paste up, per hour	\$30.00

Photography/Audio/Video

Photography (4x5, 35mm, 645), per hour	\$150.00
Digital Photography, per hour	\$150.00
Video Production, per hour	\$150.00
Video Editing, per hour	\$125.00
24 Track Audio Recording, per hour	\$95.00
Tapes, Film & Processing Not Included	

Photo Gift Items

T-Shirt	
Letter	\$15.95
11 x 17	\$19.95
Mouse Pad	\$12.95

Proofing Services

Matchprints or Color Keys (from composite film)	
Letter	\$60.00
Legal	\$84.00
Oversize (13" x 25 ½")	\$115.00
Dye Sublimation	
Letter	\$30.00
Tabloid	\$40.00

Fax Services

Local Transmission, each page	\$1.00
Long Distance Transmission, each page	\$2.00
International Transmission, 1st page	\$6.00
International Transmission, add'l page(s)	\$3.00
Receptions, per page	\$1.00

