SELF-SERVICE COPIES – Available at XPress Stop

Prices are based on using standard 20# White Bond paper. Paper upgrades are available for an additional cost.

BLACK & WHITE
- 8.5 x 11 (one side) .......................................................... 0.07
- 8.5 x 11 (two sided) ..................................................... 0.12
- 8.5 x 14 (one side) .......................................................... 0.10
- 8.5 x 14 (two sided) ..................................................... 0.18
- 11 x 17 (one side) ............................................................ 0.13
- 11 x 17 (two sided) ..................................................... 0.24

FULL COLOR
- 8.5 x 11 (one side) .......................................................... 0.40
- 8.5 x 11 (two sided) ..................................................... 0.75
- 8.5 x 14 (one side) .......................................................... 0.50
- 8.5 x 14 (two sided) ..................................................... 0.90
- 11 x 17 (one side) ............................................................ 0.75
- 11 x 17 (two sided) ..................................................... 1.30

FULL-SERVICE PRINTING

Printing and Mailing Services can produce and/or arrange for many different types of printing. Our minimum charge for projects billed to an index is $5.00 per project.

DIGITAL PRINTING

We can produce high quality, quick turnaround digital projects for you in both black and white or full color. Our largest press can produce prints as large as 13” x 19”. Printing specifications range greatly and the prices are affected by many variables. Please call for more information and an estimate for your next project.

ENVELOPE PRINTING

Our envelope press can print in both black and white or full color onto envelopes ranging from smaller announcement envelopes all the way up to 10” x 13” catalog envelopes. Please call for estimates and more information.

CD and DVD PRODUCTION

Our equipment can print directly onto the disc surface in black and white or color. Prices include duplication to the disc, printing on the disc, a Slimline case and assembly.

- CD discs (per disc) ......................................................... 2.09 to 11.00
- DVD discs (per disc) .................................................... 2.48 to 16.50

LARGE FORMAT PRINTING

For larger projects such as signs, banners and posters, we work with vendors to get you the best price, the highest quality and the fastest turnaround. Please call for more information on large format projects.

OFFSET PRINTING

Printing and Mailing Services has the vendors in place for your next offset project. We work with our vendors on a consistent basis and know the right press for the job. Our print purchasing specialist can help you find the best prices for your special requirements. Call today for an estimate.

When planning for your next full-service printing project, it is best to plan for the largest quantity you may need because the cost for printing (per piece) goes down as you increase the quantity. For example, the price for 25 pieces may be $0.50 each for a total of $12.00 where as the price for 100 pieces may only be $0.25 each for a total of only $25.00.

OTHER SERVICES

MAILING SERVICES

We offer complete mailing services including, bulk mail, addressing, NCOA, CASS certification and more. Call today.

SHIPPING SERVICES

Express shipping services through USPS, UPS, FedEx and DHL. Stop by our shipping desk for more information.

GRAPHIC DESIGN / VARIABLE DATA / PRINT MERGE

Charged in six (6) minute increments

- Preflight charge .......................................................... 4.90
- Student (per hour) ..................................................... 42.00
- Senior designer (per hour) ................................... 73.50

CROSS MEDIA SERVICES / EMAIL BLASTS

Email blast (cost per email) ........................................... 0.0125
- Template design ..................................................... See above Graphic Design rates
- Management fee (per email blast) ....................... 50.00

BINDING

- Coil binding (per book) .............................................. 1.74 to 4.64
- Comb binding (per book) ......................................... 1.28 to 4.32
- Tape binding (per book) .......................................... 1.67 to 2.23
- Unbind (per book) .................................................. 2.12 to 2.45

Cutting / Scoring / Perfing

- Cutting set-up fee (minimum charge) .................... 7.35
- Scoring set-up fee (minimum charge) .................. 17.65
- Perfing set-up fee (minimum charge) .................. 17.65
- Booklet cutting fee (minimum charge) ............... 8.50
- Custom cutting/scoring/perfing, Call

FOLDING

- Set-up fee (per job) .................................................. 6.62 to 26.25
- Per 100 sheets ......................................................... 2.05
- Right angle folding .................................................. 2.05

LAMINATION

5-mil encapsulated lamination

- 8.5 x 11 (each) ....................................................... 1.32
- 8.5 x 14 (each) ....................................................... 1.93
- 11 x 17 (each) ......................................................... 2.64

MISCELLANEOUS

- Slip sheet (each) .................................................. 0.011
- Shrink wrap (per package) ..................................... 0.42 to 1.46
- Hand placement (per page) ..................................... 0.2625
- Erase black edges (per page) ............................... 0.1575
- Hourly equipment labor ....................................... 26.25 to 94.50
- Print purchasing .................................................. 16% up to $500 maximum
- Print purchasing, job cancel ............................... 52.50
- Paper restocking .................................................. 10%
- Security packaging ............................................... 2.20

SCANNING

- Kofax scanning only (per scan) ....................... 0.042
- Index only (per scan) ............................................. 0.042
- Scanning/OCR (per scan) .................................... 0.063
- Hand work (per hour) ......................................... 42.00
- CD (each) ............................................................ 2.09

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