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 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
Unibind (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/perfing ............................................................... Call

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

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% to 20%
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