

Copy Service Rates

BW Full Serve - Number of Impressions	Price
BW SS Letter	\$0.020
BW SS Legal	\$0.020
BW SS Ledger	\$0.040
BW DS Letter	\$0.040
BW DS Legal	\$0.040
BW DS Ledger	\$0.080

NOTES: All Pricing is for Collated and Uncollated.

Color Full Serve - Number of Impressions	Price
Color SS Letter	\$0.190
Color SS Legal	\$0.190
Color SS Ledger	\$0.380
Color DS Letter	\$0.380
Color DS Legal	\$0.380
Color DS Ledger	\$0.760

NOTES: All Pricing is for Collated and Uncollated.

Paper Upgrades

20 LB PASTEL - Letter	Price
Blue	\$0.010
Buff	\$0.010
Goldenrod	\$0.010
Gray	\$0.010
Green	\$0.010
Ivory	\$0.010
Lilac	\$0.010
Pink	\$0.010
Salmon	\$0.010
Yellow	\$0.010
20 LB PASTEL - Legal	Price
Blue	\$0.010
Buff	\$0.010
Gray	\$0.010
Green	\$0.010
Ivory	\$0.010
Lilac	\$0.010
Pink	\$0.010
Salmon	\$0.010
Yellow	\$0.010
20 LB PASTEL - Ledger	Price
Pink	\$0.020
Light Blue	\$0.020
Ivory	\$0.020
Yellow	\$0.020
Goldenrod	\$0.020
Green	\$0.020
3 Hole Paper - Letter	Price
White	\$0.001

Paper Upgrades

65 LB BRIGHT - Letter	Price
Cosmic Orange	\$0.042
Gamma Green	\$0.042
Re-entry Red	\$0.042
Lunar Blue	\$0.042
Solar Yellow	\$0.042
67 LB VELLUM - Letter	Price
White	\$0.036
Blue	\$0.036
Canary	\$0.036
Green	\$0.036
Ivory	\$0.036
Grey	\$0.036
Goldenrod	\$0.036
Other	\$0.036
GLOSS - Letter	Price
80lb Gloss Cover	\$0.120
80lb Gloss Text	\$0.030
100lb Gloss Cover	\$0.150
100lb Gloss Text	\$0.120
8 PT Glossy	\$0.087
GLOSS - Ledger	Price
80lb Gloss Cover	\$0.240
80lb Gloss Text	\$0.060
100lb Gloss Cover	\$0.270
100lb Gloss Text	\$0.240
110 LB INDEX - Letter	Price
Blue	\$0.036
Canary	\$0.036
Green	\$0.036
White	\$0.036
Ivory	\$0.036
RESUME - Letter	Price
100% Cotton - Ivory	\$0.060
100% Cotton - White	\$0.060
25% Cotton - White	\$0.039
25% Cotton Linen - Ivory	\$0.036
TRANSPARENCIES - Letter	Price
B&W - Clear	\$0.300
Color - Clear	\$0.894
CERTIFICATE / AWARD - Letter	Price
Silver	\$0.380
Gold	\$0.380
INDIVIDUAL SHEETS	Price
Color	\$0.014
Cardstock	\$0.048
SINGLE STEP TRANSFER PAPER	Price

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Cardstock	\$0.048
SINGLE STEP TRANSFER PAPER	Price
Letter	\$1.730
Ledger	\$2.334

Paper Upgrades	
SPECIALTY PAPER - Letter	Price
Greeting Cards	\$0.240
Dura Paper	\$0.594
Trifold Brochure	\$0.234
Presentation Folders	\$2.094
Documagnet	\$0.894
Polyester Paper - Letter	\$0.594
Polyester paper - tabloid	\$1.194
Premium Paper	\$0.021
24 LB BRIGHTS / PASTELS- Letter	Price
Cosmic Orange	\$0.010
Fireball Fuschia	\$0.010
Gamma Green	\$0.010
Lift-off Lemon	\$0.010
Lunar Blue	\$0.010
Pluto Purple	\$0.010
Pulsar Pink	\$0.010
Re-entry Red	\$0.010
Rocket Red	\$0.010
Solar Yellow	\$0.010
Terra Green	\$0.010
Venus Violet	\$0.010
Bright Paper Upgrade	\$0.010
90 LB BRIGHT - Letter	Price
White	\$0.030
Blue	\$0.030
Buff	\$0.030
Cherry	\$0.030
Green	\$0.030
Salmon	\$0.030
Yellow	\$0.030
Ledger 110# Any Color	\$0.100
NCR & TAB Sets	
Description	Price
2 Part NCR - Letter - White/Canary	\$0.100
2 Part NCR - Legal - White/Canary	\$0.120
3 Part NCR - Letter - White/Canary/Pink	\$0.150
3 Part NCR - Legal - White/Canary/Pink	\$0.170
4 Part NCR - Letter - White/Canary/Pink/Goldenrod	\$0.250
4 Part NCR - Legal - White/Canary/Pink/Goldenrod	\$0.270
Double sided NCR - Add .02 per impression	\$0.360
Tab Sets Bank of 5 - White	\$0.474
Tab Sets Bank of 5 - Ivory	\$0.474
Tab Sets Bank of 5 - Blue	\$0.474
Tab Sets Bank of 5 - Gray	\$0.474
Tab Sets Bank of 5 - White - 3 hole	\$0.474
Tab Sets Bank of 5 - Ivory - 3 hole	\$0.474
Tab Sets Bank of 5 - Blue - 3 hole	\$0.474
Tab Sets Bank of 5 - Gray - 3 hole	\$0.474

Finishing Services	
LAMINATION	Price
Letter - 5 Mil	\$0.490
Legal - 5 Mil	\$0.790
Ledger - 5 Mil	\$0.990
Letter - 10 Mil	\$1.190
Legal - 10 Mil	\$1.290
Ledger - 10 Mil	\$1.990
Temporary Business Cards	\$0.750
Luggage Tags 10 Mil	\$1.494
Alligator Badge Clips	\$0.294
ID Badges	\$0.894
SHRINKWRAP	Price
Shrink Wrapping	\$0.450
STAPLING	Price
Hand Stapling	\$0.030
Stapling Booklet	\$0.110
Stapling upper Left	\$0.010
Stapling Upper Right	\$0.010
Stapling Double Staple - Left	\$0.020
FOLDING	Price
Per Sheet	\$0.010
Hand Folding	\$0.030
Notes: Hand Folding is charged per fold per sheet.	
DRILLING	Price
3 hole	\$1.500
5 hole	\$1.750
Custom	\$3.000
Notes: Drilling charge is per 1000 sheets	
PADDING	Price
Padding - Each	\$0.250
CUTTING	Price
Cutting	\$0.450
Cut in 1/3 - 3 Pieces	\$0.900
Full Bleed Cutting	\$1.500
Hand Cut (per cut per sheet)	\$0.050
Notes: Cutting charges are for stacks of up to 250 sheets of paper or 200 sheets of cardstock	
CLEARVIEW BINDERS	Price
1/2" Binder - White	\$1.494
1/2" Binder - Black	\$1.494
1" Binder - White	\$1.794
1" Binder - Black	\$1.794
1 1/2" Binder - White	\$2.274
1 1/2" Binder - Black	\$2.274
2" Binder - White	\$2.994
2" Binder - Black	\$2.994
3" Binder - (Black or White)	\$4.194
4" Binder - (Black or White)	\$5.994

Finishing Services	
DRILLING	Price
1 hole	\$2.063
2 hole	\$2.813
3 hole	\$3.563
Custom	\$3.750
Notes: Drilling charges are for up to 500 sheets at a time.	
Wide Format	
COLOR	Price
WF Color Presentation Bond Per Sq Ft	\$2.994
WF Color Glossy Per Sq Ft	\$4.194
Vinyl Banner Per Sq Ft	4.19.4
Artist Matte Canvas Per Sq Ft	\$5.994
BLACK & WHITE	Price
Presentation Bond Per Sq Ft	\$0.294
Vellum Per Sq Ft	\$0.894
Mylar Per Sq Ft	\$2.813
Never Tear Per Sq Ft	\$3.188
WF LAMINATING SERVICES	Price
WF Laminate 3 Mil Per Sq Ft	\$1.190
WF Laminate 5 Mil Per Sq Ft	\$1.493
WF Laminate 10 Mil Per Sq Ft	\$1.568
Notes: Standard Lamination is 3 mil. 5 mil & 10 mil available by request.	
WF FINISHING SERVICES	Price
B/W large format scanning	\$2.990
Mounting Per Sq Ft	\$2.990
Grommets (priced per each)	\$0.150
Note: Please inquire about about our Wide Format Value Packages for even greater discounts	
Digital & Manual Services	
LABOR SERVICES	Price
CD Burn/Scan OD or Customer Supplied	\$1.790
File Manipulation ea min editing	\$0.600
File Manipulation Quick Editing	\$0.150
Creative Customization - Hand Collation	\$0.020
Creative Customization - Hand Place Original	\$0.050
MISC. SERVICES	Price
Slip Sheets (incl. paper and insertion)	\$0.010
Standard Perfing (per sheet)	\$0.018
Standard Scoring (per sheet)	\$0.018
Screwpost (each)	\$0.500
DOMESTIC FAX	Price
Sending - First Page	\$5.993
Sending - Each Additional Page	\$2.993
Receiving	\$0.938
TYPESETTING	Price
Simple	\$9.000
Half Page Text	\$18.000
Full 8.5 x 11 Text	\$36.000

Binding

BINDING COVERS	Price
Plain Frosted Covers	\$0.469
Deco Cube Frosted Covers	\$0.563
Globe Design Frosted Covers	\$0.563
Clear Front	\$0.375
Clear Back	\$0.375
Solid Back Black	\$0.375
Solid Back Green	\$0.375
Solid Back Gray	\$0.375
Solid Back Maroon	\$0.375
Solid Back Navy	\$0.375
Solid Back White	\$0.375
linen Cover Black	\$0.281
Linen Cover Grey	\$0.281
Linen Cover White	\$0.281
Regency Cover Black	\$0.469
Regency Cover Maroon	\$0.469
Regency Cover Navy	\$0.469
Regency Cover White	\$0.469
BINDING	Price
Tape Binding Black 1-100 pages	\$0.790
Tape Binding Gray 1-100 pages	\$0.790
Tape Binding Brown 1-100 pages	\$0.790
Tape Binding Black 101+ pages	\$0.890
Tape Binding Gray 101+ pages	\$0.890
Tape Binding Brown 101+ pages	\$0.890
Comb Binding Black 1-100 pages	\$0.990
Comb Binding White 1-100 pages	\$0.990
Comb Binding Blue 1-100 pages	\$0.990
Comb Binding Other 1-100 pages	\$0.990
Comb Binding Black 101+ pages	\$1.090
Comb Binding White 101+ pages	\$1.090
Comb Binding Blue 101+ pages	\1.09
Comb Binding Other 101+ pages	\$1.090
Coil Binding Black 1-100 pages	\$1.090
Coil Binding White 1-100 pages	\$1.090
Coil Binding Blue 1-100 pages	\$1.090
Coil Binding Clear 1-100 pages	\$1.090
Coil Binding Other 1-100 pages	\$1.090
Coil Binding Black 101+ pages	\$1.190
Coil Binding White 101+ pages	\$1.190
Coil Binding Blue 101+ pages	\$1.190
Coil Binding Clear 101+ pages	\$1.190
Perfect Binding	\$1.990