PRINT SHOP PRICE LIST

ITEM	COST		
PRINTING			
COPIES 8.5X11 (If paper supplied .04 per copy)	One Side	Front/Back	
Black and White Copies			
8.5 x 11 Letter - white	0.05	0.08	each
8.5 x 14 Legal - white	0.10	0.15	each
11 x 17 Tabloid - white	0.15	0.20	each
11 x 17 Tabloid - color	0.17	0.22	each
8.5 x 11 Hammermill	0.07	0.15	each
8.5 x 11 White 67# Vellum	0.08	0.15	each
8.5 x 11 White 80# Cover	0.10	0.15	each
8.5 x 11 White 100# Cover	0.12	0.18	each
8.5 x 11 Colors (all except Red)	0.08	0.16	each
8.5 x 11 Red	0.15	0.20	each
8.5 x 14 White 110# Cover	0.15	0.25	each
11 x 17 White 80# Cover	0.25	0.35	each
11 x 17 White 100# Cover	0.30	0.40	each
Color Copies			
8.5 x 11 Letter - white	0.12	0.15	each
8.5 x 14 Legal - white	0.18	0.22	each
11 x 17 Tabloid - white	0.20	0.25	each
11 x 17 Tabloid - color	0.25	0.30	each
8.5 x 11 Hammermill	0.15	0.20	each
8.5 x 11 White 67# Vellum	0.20	0.25	each
8.5 x 11 White 80# Cover	0.25	0.30	each
8.5 x 11 White 100# Cover	0.28	0.38	each
8.5 x 11 Colors (all except Red)	0.15	0.25	each
8.5 x 11 Red	0.20	0.30	each
8.5 x 14 White 110# Cover	0.35	0.40	each
11 x 17 White 80# Cover	0.40	0.60	each
11 x 17 White 100# Cover	0.50	0.75	each
Carbonless Forms			
2 Part	0.20		each
3 Part	0.30		each
4 Part	0.35		each
5 Part	0.40		each
Posters	Plain	Glossy	
16 x 20	14.00	17.00	each
18 x 24	17.00	20.00	each
20 x 30	22.00	27.00	each
24 x 36	27.00	38.00	each
24 x 72	33.00	46.00	each
Envelopes (500 per box)	Black	Color	
Plain #9	35.00	50.00	box
Plain #10	40.00	55.00	box
Window #10 Window	50.00	65.00	box
#10 Double Window	60.00	70.00	box
6 x 9	50.00	62.00	box
9 x 12	50.00	62.00	box
10 x 13	85.00	100.00	box
A2 250 per box	32.00	38.00	box
A7 250 per box	35.00	42.00	box
Address Labels 5351 or Full Sheet Label			
Printed Sheet	0.50	0.75	each
Business Cards			
Black and White 100 per box	4.50	8.00	box
Color 100 per box	9.00	12.00	Box
Booklets			
Price of Sheet x Number of Sheets x Number of Booklets + Binding Fees	Varies		
DISCOUNTS & FEES			
A rush fee of 10% may be applied to orders requested to be completed within 3 business days of submission			
A 10% discount will be applied to all internal orders			
A 10% discount will be applied to all employee orders			
A 10% volume discount will be applied to quantities over 100 pieces. 15% over 250 pieces			
Prices are subject to change with market changes			
3/13/2026			

ITEM	COST	
FINISHING		
COMB BINDING includes covers	Cost	
1/4" to 5/6"	1.25	each
1/2" to 5/8"	1.50	each
3/4" to 1 1/8"	1.75	each
1 1/4" to 1 1/2"	2.25	each
1 3/4" to 2"	2.75	each
LAMINATION		
8.5 X 11	0.90	Per Sheet
Legal	0.10	Per Sheet
11 x 17	0.15	Per Sheet
Large Lamination	0.15	Per Inch
TRIMMING		
Additional on Line Item	Plus 10 Percent	Per
BINDING		
Stapling	0.03	per finish
Saddle Stitch	0.05	per finish
SUPPLIES		
PADDED MAILERS		
Jet Pak/Mailer #0	0.75	each
Jet Pak/Mailer #4	1.25	each
Jet Pak/Mailer #5	1.50	each
Jet Pak/Mailer #6	1.75	each
STAPLES FOR COPIERS		
Canon J-1	75.00	box
Canon P-1	90.00	box
Canon X-1	88.00	box
COPY PAPER (Blank)	35.00	case
8.5 x 11 Letter - white	7.00	ream
8.5 x 14 Legal - white	11.50	ream
11 x 17 Tabloid - white	15.50	ream
11 x 17 Tabloid - color	18.00	ream
8.5 x 11 Hammermill	9.00	ream
8.5 x 11 White 67# Vellum	12.00	ream
8.5 x 11 White 80# Cover	12.50	ream
8.5 x 11 White 100# Cover	15.50	ream
8.5 x 11 Colors (all except Red)	14.50	ream
8.5 x 11 Red	19.50	ream
8.5 x 14 White 110# Cover	25.50	ream
11 x 17 White 80# Cover	37.50	ream
11 x 17 White 100# Cover	46.50	ream
ENVELOPES Plain **(500 Per Box/case)**		
Plain #9	25.00	box
Plain #10	35.00	box
Window #10 Window	40.00	box
#10 Double Window	50.00	box
6 x 9	35.00	box
9 x 12	45.00	box
10 x 13	65.00	box
A2 250 per box	22.00	box
A7 250 per box	25.00	box
COMB BINDERS bulk		
1/4" 100 per box	8.50	box
5/16" " "	9.25	box
3/8" " "	10.50	box
7/16"	11.00	box
1/2" " "	11.25	box
5/8" " "	14.50	box
3/4" " "	16.00	box
7/8" " "	17.50	box
1" 50 per box	18.50	box
1 1/4"	20.00	box
1 1/2"	23.00	box
1 3/4"	25.00	box
2"	28.00	box