



## Print Shop Price Sheet

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Description and details of charge

### I. Base Cost

Includes cost of standard text paper 24# and lower

#### a) Grayscale

1. 8.5 x 11, per printed page
2. 8.5 x 14, per printed page
3. 11 x 17, per printed page
4. Over 11 x 17, per square foot

#### b) Color

1. 8.5 x 11, per printed page
2. 8.5 x 14, per printed page
3. 11 x 17, per printed page
4. Over 11 x 17, per square foot

### II. Paper Add Ons

Format "A": Up to and including 8.5 x 11"

Format "B": Over 8.5 x 11", up to and including 11 x 17"

Specialty Paper is available on request. Cost and billing will be determined during selection of stock

#### (a) White Text (greater than 24#)

1. Format "A"
2. Format "B"

#### (b) Colored Text

1. Format "A"

#### (c) White Vellum Cover (Cardstock)

1. Format "A"
2. Format "B"

#### (d) Colored Vellum Cover (Cardstock)

1. Format "A"

#### (e) Colored Index Cover

1. Format "A"

#### (f) White uncoated label paper (55-60 lbs) with permanent pressure sensitive adhesive

1. Format "A"

**IV. ADDITIONAL OPERATIONS**

- (a) Folding complete product, per 100 leaves

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- (b) Comb binding, including the cost of punching  
and plastic combs, per book (100 sheets)

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- (c) Saddle stitching, including the cost of collating,  
folding, stitching and trimming three sides, per book

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- (d) Trimming for work and turn order, cost per  
100 trimmed sheets

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- (e) Computer time work, per hour.  
Round to the nearest 15 minutes

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- (f) Business Cards, includes labor, materials, cost per  
card

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- (g) White or clear toner,  
Cost per pass

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Cost

\$ 0.03

\$ 0.03

\$ 0.06

\$ 0.15

\$ 0.12

\$ 0.12

\$ 0.24

\$ 1.00

\$ 0.02

\$ 0.03

\$ 0.03

\$ 0.05

\$ 0.09

\$ 0.05

\$ 0.05

\$ 0.60

\$ 5.00

\$ 3.00

\$ 0.40

\$ 0.50

\$ 25.00

\$ 0.20

\$ 0.50