

COPIERS & OFFSET CHARGE SCHEDULE
Effective January 2021

PRODUCT/SERVICE	Code	Size	Current Price	Unit
High Speed Copiers				
20# - 100% Recycled White	9116	8 1/2 x 11	0.054	ea.
8 1/2 x 11 Bond	9116C		5.400	Per 100
30,000 - 60,999	9608		0.053	ea.
70,000 - 99,999	9609		0.050	ea.
100,000 - 199,999	9600		0.045	ea.
200,000 - 399,999	9601		0.040	ea.
400,000 - 499,999	9602		0.038	ea.
Over 500,000	9603		0.035	ea.
8 1/2 x 14	9117	8 1/2 x 14	0.073	ea.
11 x 17 Bond	9118	11 x 17	0.096	Each
	9118C		9.600	Per 100
30,000 - 60,999	9610		0.093	ea.
70,000 - 99,999	9611		0.085	ea.
100,000 - 199,999	9604		0.081	ea.
200,000 - 399,999	9605		0.073	ea.
400,000 - 499,999	9606		0.065	ea.
Over 500,000	9607		0.057	ea.
Paper other than 20# White bond will be charged separately at current market price				
Saddle-stitch (25 sheet max, stock dependant)	9104	8 1/2 x 11	0.159	ea.
	9105	11x 17	0.260	ea.
In-line folding no staple - 16 sht max	9106	8 1/2 x 11	0.144	ea.
	9107	11 x17	0.231	ea.
Saddle-Stitch in Line				
TABS (stock only - copying charged separately)	9104		0.159	
Set of 5 - 1/5 cut Tabs - White	9105		0.260	Set of 5
Non Stocked - 1/5 cut colored Mylar	9120		0.690	Set of 5

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
DocuTech Electronic Document Services				
File manipulation	9184		2.625	Per minute
Combining or renaming multiple files	9184		2.625	Per minute
Preparing material - removing staples, folds, etc.	9184		2.625	Per minute
OCR PDF Files	9122		14.460	Per File
Posting files to server or FTP Site	9121		2.895	Per file
Copying files to CD/DVD	9189		4.290	ea.
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Special Requests & Services	9184		2.625	Per minute
Charged by the minute				
Per minute	9184		2.625	
Per hour	9185		157.475	
Minimum Charge	9186		4.500	
Special Stock/Items	9187		1.000	

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
Offset Printing				
For all jobs requiring metal plates, colored ink, and some speciality stocks including carbonless paper				
Master Preparation				
Negative Layout 13 x 18	9101		7.906	ea.
Clear Line Film (Negative)				
11X14	9102		35.300	ea.
Plates Metal Plate/Single Burn**				
13 X 18 Metal Plate/Single Burn**	9103		124.290	ea.
Colored Ink Charges				
Machine wash up per add'l color ink	9109		59.495	ea.
**Non-stocked colors will be charged 30 min. mixing time.				
Printing Only on lighter stock				
(i.e. 20#, 50#, 60#, 70#, Mylar, etc)				
Price includes 20# bond - alternate stock will be charged separately at current market price	9110	8 1/2 x 11	0.055	ea.
charged separately at current market price	9111	8 1/2 x 14	0.070	ea.
Each press run will be charged printing price	9112	11 x 17 or 12 x 18	0.108	ea.
Printing Only on heavy stock				
(ie 65#, 67#, 100#, 110#, Rite in Rain, 3-Stripe, etc)				
Paper will be charged at current market price	9113	8 1/2 x 11	0.066	ea.
Each press run will be charged printing price	9114	11 x 17	0.108	ea.
Printing Only on carbonless paper stock				
(100 Shts = 50 sets 2 Part; 33 sets 3 Part;				
Paper will be charged at current market price	9115	8 1/2 x 11	0.055	ea.
Printing on Envelopes				
set-up charge	9173		88.358	ea.
printing per each for envelopes*	9174		0.090	ea.
* Does not include price of envelope stock				
All special handling will be charged at Offset's hourly rate.				
Per minute	9184		2.640	
Per hour	9185		158.400	
Minimum Charge	9186		4.500	
Special Stock/Items	9187		1.000	

COLOR COPIER CHARGE SCHEDULE
Effective January 2021

PRODUCT/SERVICE	Code	Size	Current Price	Unit
8 1/2 x 11 28# Color Copy paper				
1- 1500 copies	9500	8 1/2 x 11	\$0.323	Each Sht
1501- 1999 copies	9501	8 1/2 x 11	\$0.294	Each Sht
2000 -5000 copies	9502	8 1/2 x 11	\$0.235	Each Sht
5001-20,000 copies	9503	8 1/2 x 11	\$0.221	Each Sht
over 20,000 copies	9504	8 1/2 x 11	\$0.210	Each Sht
8 1/2 x 14 28# White Color Copy Paper				
1- 1500 copies	9510	8 1/2 x 14	\$0.395	Each Sht
1501- 1999 copies	9511	8 1/2 x 14	\$0.366	Each Sht
2000 -5000 copies	9512	8 1/2 x 14	\$0.338	Each Sht
5001-20,000 copies	9513	8 1/2 x 14	\$0.309	Each Sht
over 20,000 copies	9514	8 1/2 x 14	\$0.303	Each Sht
11 x 17 28# Color Copy paper				
1- 1500 copies	9520	11 x 17	\$0.638	Each Sht
1501- 1999 copies	9521	11 x 17	\$0.496	Each Sht
2000 -5000 copies	9522	11 x 17	\$0.468	Each Sht
5001-20,000 copies	9523	11 x 17	\$0.439	Each Sht
over 20,000 copies	9524	11 x 17	\$0.406	Each Sht
Black/White copies on color copier				
8 1/2 x 11 Bond	9377	8 1/2 x 11	\$0.074	Each Sht
8 1/2 x 14 Bond	9379	8 1/2 x 14	\$0.104	Each Sht
11 x 17 Bond	9381	11 x 17	\$0.148	Each Sht
Saddle-Stitch In Line				
8 1/2 x 11	9104		\$0.159	
11 x 17	9105		\$0.260	
Overhead transparency	9374		\$1.996	Each
Overhead with mounting	9391		\$3.978	Each
All special handling will be charged hourly rate.				
Per Minute	9384		\$2.625	Each
Per Hour	9385		\$157.475	Each
Minimum Charge	9386		\$4.500	Each
Special Charge	9387		\$1.000	Each

ELECTRONIC DOCUMENT CHARGE SCHEDULE
Effective January 2021

PRODUCT/SERVICE	Code	Current Price	Unit	Minimum
Preparation for scanning & reassembly				
Removing staples, folds, etc. and reassembly	9184	\$2.625	Per minute	2
Small Format Scanning				
Scanning up to 11 x 17 B/W <i>(If less than 71 pages use minimum 9186)</i>	9128	\$0.078	Each	67
Scanning up to 11 x 17 Color or Mixture <i>(If less than 39 pages use minimum 9186)</i>	9127	\$0.144	Each	40
Small Format File Manipulation				
File manipulation	9184	\$2.625	Per minute	2
Combining or renaming multiple files	9184	\$2.625	Per minute	2
OCR PDF Files	9122	\$14.460	Per File	1
Posting Files to server or FTP site	9121	\$2.895	Per file	4
Copying files to CD/DVD	9189	\$4.290	Each	2
Large Format Scanning				
B/W Scanning 12 x 18	9378	\$0.231	Each sheet	25
Color Scanning 12 x 18	9398	\$0.578	Each sheet	
B/W Scanning up to 36" x 48"	9375	\$3.468	Each sheet	2
Color Scanning up to 36" x 48"	9376	\$5.781	Each sheet	1
<i>Scans larger than 36" x 48" will be charged additional scan time (call for estimate)</i>				
Large Format File Manipulation				
File manipulation/color balancing	9384	\$2.625	Per minute	2
Combining or renaming multiple files	9384	\$2.625	Per minute	2
Preparing material - removing staples, folds, etc.	9384	\$2.625	Per minute	2
Posting files to server or FTP Site	9121	\$2.895	Per file	4
Copying files to CD/DVD	9189	\$4.290	Each	2
Saddle-Stitch In Line				
All special handling will be charged hourly rate.	9104	\$0.159		
Per Minute	9105	\$0.260	Each	15
Per Hour	9385	\$157.475	Each	1
Minimum Charge	9386	\$4.500	Each	1
Special Charges	9387	\$1.000	Each	4

WIDE FORMAT DOCUMENT CHARGE SCHEDULE
Effective January 2021

PRODUCT/SERVICE	Code	Size	Current Price	Unit
Black/White Wide Format - up to 36" Wide				
12 x 18 Paper Prints	9360	12 x 18 / 11 x 17	\$0.763	Each sht
18 x 24 Paper Prints	9361	18 x 24	\$2.088	Each sht
Paper Print	9362	22 x 34 or 24 x 36	\$5.588	Each sht
Mylar Print	9363	22 x 34 or 24 x 36	\$10.150	Each sht
Vellum Print	9364	22 x 34 or 24 x 36	\$8.513	Each sht
Black/White Wide Format - Larger than 24 x 36				
Paper Print	9365		\$1.125	Per sq/ft
Mylar Print	9366		\$2.063	Per sq/ft
Vellum Print	9367		\$1.438	Per sq/ft
Color Wide Format Prints				
Pre-flight/Set-up	9380		\$4.338	Each File
24# Premium Paper - up to 36" Wide (Light Ink Coverage)	9371		\$2.838	Per sq/ft
7 mil Matte Paper - up to 36" wide (Heavy/Solid Ink Coverage)	9372		\$3.313	Per sq/ft
Photo Glossy or Matte Paper - (very high quality) up to 60" wide	9373		\$4.663	Per sq/ft
40# Bond on Epson for high quality bond printing up to 40" wide			\$4.663	Per sq/ft
Black/White Only on Plotter 24# paper	9383		\$2.125	Per sq/ft
Black/White Only on Plotter 7 mil	9389		\$2.300	Per sq/ft
Hand folding oversized documents	9384		\$2.625	Each
All special handling will be charged hourly rate.				
Per Minute	9384		\$2.625	Each
Per Hour	9385		\$157.475	Each
Saddle-Stitch In Line	9386		\$4.500	Each
Special Charges	9104		\$0.159	Each
	9105		\$0.260	Each

COPIERS & OFFSET CHARGE SCHEDULE

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
Marrying Collated Stacks				
Minimum & up to 50 sets				
2 Stacks (31 - 60 shts)	9256	All	\$13.013	minimum
3 Stacks (61 - 90 shts)	9257	All	\$14.450	minimum
4 Stacks (91 - 120 shts)	9258	All	\$18.788	minimum
5 Stacks (121 - 150 shts)	9259	All	\$21.675	minimum
6 Stacks (151 - 180 shts)	9260	All	\$27.463	minimum
7 Stacks (181 - 210 shts)	9261	All	\$30.350	minimum
Over 50 copies/per each 100 sets (use Decimal)				
2 Stacks (31 - 60 shts)	9262	All	\$24.575	Ea. 100 sets
3 Stacks (61 - 90 shts)	9263	All	\$28.325	Ea. 100 sets
4 Stacks (91 - 120 shts)	9264	All	\$36.138	Ea. 100 sets
5 Stacks (121 - 150 shts)	9265	All	\$40.463	Ea. 100 sets
Saddle-Stitch In Line	9266	All	\$54.925	Ea. 100 sets
7 Stacks (181 - 210 shts)	9104	All	\$0.159	Ea. 100 sets
Marrying 2 stacks at stitcher	9270		\$1.163	Ea. Set
Hand collating	9204		\$0.050	Ea. Sht
Hand inserting sheets	9205		\$0.101	Ea. Sht
	9205C		\$10.13	Per 100
Insert spine, cover & contents into notebook	9243		\$1.588	Each

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
Saddle Stitching -In-line				
8 1/2 x 11 (max 25 sheets - stock dependent)	9104	8 1/2 x 11	\$ 0.159	Each
11 x 17 (max 25 sheets - stock dependent)	9105	11 x 17	\$ 0.260	Each
Wire Stitching up to 220 sheets				
1 - 3 Staples	9209		\$0.450	Each set
Stapling - 20 pg. max.	9210		\$0.075	Each Set
Padding				
Per Pad (50 - 100 shts/pad)	9211		\$0.313	Each Pad
Chipboard backing	9206		\$0.025	Each Pad
Fan Padding - Carbonless paper				
	9212	ALL SIZES	\$0.006	Each Sht
	9212C		\$0.63	
Drilling 3 Standard holes				
1 - 500 sheets	9213	ALL SIZES	\$4.338	minimum
over 500 sheets	9214		\$0.013	Each sht
over 9999 sheets	9214C		\$1.20	Per 100
Special hole size/placement (Setup charge)			\$7.500	One-time
Folding				
8 1/2 X 11 on machine				
1 - 500 sheets	9215	8 1/2 X 11	\$5.775	Minimum
over 500 sheets	9216		\$0.013	Each sht
11 X 17/12 X 18 - on machine				
1 - 500 sheets	9217	11 X 17 OR	\$8.675	Minimum
over 500 sheets	9218	12 X 18	\$0.025	Each sht
Single sheets, by hand				
	9219	ALL SIZES	\$0.175	Each sht
Multiple sheet sets in 1/2 by hand				
	9220	ALL SIZES	\$0.250	Each set
Multiple sheet sets in 1/3 by hand				
	9221	ALL SIZES	\$0.338	Each set

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
Cutting				
2" thick lifts (charged by the minute)	9284	ALL SIZES	\$2.625	per minute
Shrink wrapping				
Minimum of 100 sheets per package	9223	ALL SIZES	\$0.875	Each pkg
Laminating - Large Sizes				
Price per sq/ft (6 sq. ft. minimum)				
Set up charge	9236		\$11.563	One time
38" Wide - Encapsulated 10 Mil	9235		\$3.738	/sq.ft.
Laminated and mounted material must be trimmed to size after laminating -				
Laminating - Pouches				
Business Card Size - 3 1/2 x 2	9237	Glossy Finish	\$0.500	
Letter Size 11 x 17	9620 9621	Glossy/Matte Glossy Finish	\$1.513 \$1.650	
Mount on Foamcore (1/4") -- Full sheet minimum				
Set up charge	9236		\$11.563	One time
11 x 17 No Laminate	9536		\$13.250	Sheet
24x36 No Laminating	9540		\$39.088	Sheet
32x40 No Laminating <small>Discontinuing Check for Availablilty</small>	9541		\$44.425	Sheet
36x48 No Laminating	9539		\$63.475	Sheet
24x36 Matte Laminate	9542		\$46.963	Sheet
36x48 Matte Laminating	9543		\$78.250	Sheet
24x36 Glossy Laminating	9544		\$44.113	Sheet
36x48 Glossy Laminating	9545		\$72.800	Sheet
Trimming - Lamination & Foam Core				
Cards up to 8 1/2 x 5 1/2	9556		\$0.438	ea.
8 1/2 x 5 1/2 to 8 1/2 x 11	9554		\$0.613	ea.
Up to 11x17	9546		\$0.900	ea.
Up to 36x48	9547		\$11.563	ea.
Over 36x48	9548		\$17.338	ea.
Banners	9549		\$23.125	ea.
Framing Trim for Foam Core Prints				

COPIERS & OFFSET CHARGE SCHEDULE

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
(black, gun metal, gold, white)				
1/2" trim - per linear foot	9538		\$8.425	lin foot
Attaching wall hanger	9537		\$17.71	ea.

COPIERS & OFFSET CHARGE SCHEDULE

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
Book Binding				
19-ring - black				
5/16" (20 Shts)	9225		\$1.425	Each
3/8" (40 shts)	9226		\$1.438	Each
7/16" (60 shts)	9227		\$1.463	Each
1/2" (90 shts)	9228		\$1.625	Each
9/16" (100 shts)	9229		\$2.213	Each
5/8" (120 shts)	9230		\$2.838	Each
3/4" (150 shts)	9231		\$3.175	Each
7/8" (170 shts)	9232		\$3.225	Each
1" (200 shts)	9233		\$3.900	Each
1 1/4" (230 shts)	9247		\$4.538	Each
1 1/2" (290 shts)	9234		\$5.163	Each
1 3/4" (360 shts)	9248		\$6.088	Each
2" (420 shts)	9249		\$7.075	Each
Coil - black				
6 MM (20 shts)	9272		\$1.838	Each
7 MM (30 shts)	9272		\$1.838	Each
8 MM (50 shts)	9273		\$2.138	Each
9 MM (75 shts)	9274		\$2.463	Each
10 MM (90 shts)	9275		\$2.525	Each
12 MM (105 shts)	9276		\$2.550	Each
14 MM (120 shts)	9277		\$2.875	Each
16 MM (140 shts)	9278		\$3.088	Each
18 MM (160 shts)	9279		\$3.875	Each
20 MM (180 shts)	9280		\$4.225	Each
22 MM (200 shts)	9281		\$5.163	Each
25 MM (220 shts)	9282		\$6.150	Each
28 MM (250 shts)	9283		\$8.988	Each
32MM (300 shts)	9290		\$9.000	Each

COPIERS & OFFSET CHARGE SCHEDULE

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
Tape - black				
11" Black Narrow Strips - 3 shts - 1/2"	9239	Narrow	\$1.438	Each
11" Black Medium Strips - 1/2" - 1"	9240	Medium	\$1.575	Each
11" Black Wide Strips - 1" - 1 1/2"	9241	Wide	\$1.750	Each
8 1/2" Black Narrow Strips 3 shts - 1/2"	9242	Narrow	\$1.438	Each
3-ring binder				
1/2" White	9550		\$4.050	Each
1" White	9551		\$4.050	Each
1 1/2" White	9552		\$5.250	Each
2" White	9553		\$6.300	Each
3" White	9555		\$8.400	Each
Insert spine, cover & contents into notebook	9243		\$1.588	Each
Clear Plastic Covers				
Plastic for Coil or 19-ring	9245	8 1/2 x 11	\$0.488	Each
Plastic for Tapebind	9295	8 1/2 x 11	\$0.575	Each
	9244	11X17	\$1.363	Each
Contract Distribution Charges				
Blue Manuscript Stock	9246	per set of 50	\$4.875	Ea Set
Bid Envelopes	9222		\$31.875	per set of 50
10 x 13	9435		\$0.450	Ea.
12 x 15	9436		\$0.550	Ea.
14 1/2 x 15	9437		\$0.825	Ea.
Mailing & Distribution				
	9224		\$4.000	Ea.
All special handling will be charged at Bindery's hourly rate.				
Per minute	9284		\$2.625	
Per hour	9285		\$157.475	
Minimum charge	9286		\$4.500	
Special charges	9287		\$1.000	