

A minimum of 3 weeks, prior to desired posting date, is required for free design services.

Marketing packages are not to be modified unless otherwise stated in this guide book. If other pieces of print are requested they will be charged according to the price guide for students/student organizations.

I-NET and LED, digital signage services, are optional and must be requested during the first 2 weeks of the design process.

Marketing Package 1 - Option A

\$115.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 100 Color Tickets

Marketing Package 1 - Option B

\$130.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 200 Color Tickets

Marketing Package 1 - Option C

\$145.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 300 Color Tickets

Marketing Package 1 - Option D

\$160.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 450 Color Tickets

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Marketing Package 2 - Option A

\$110.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 100 B&W Tickets

Marketing Package 2 - Option B

\$115.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 200 B&W Tickets

Marketing Package 2 - Option C

\$120.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 300 B&W Tickets

Marketing Package 2 - Option D

\$130.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 450 B&W Tickets

Banner // Posters // Color Tickets & Quartercards 5

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Marketing Package 3 - Option A \$150.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 100 Color Tickets
- 250 Color Quartercards

Marketing Package 3 - Option B \$160.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 200 Color Tickets
- 250 Color Quartercards

Marketing Package 3 - Option C \$195.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 300 Color Tickets
- 500 Color Quartercards

Marketing Package 3 - Option D \$215.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 450 Color Tickets
- 500 Color Quartercards

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Marketing Package 4 - Option A

\$105.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster

Marketing Package 4 - Option B

\$135.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 250 Color Quartercards

Marketing Package 4 - Option C

\$155.00

- 1 Banner
- 1 Indoor Poster
- 1 Outdoor Poster
- 500 Color Quartercards

Posters // B&W Tickets & Quartercards

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Marketing Package 5 - Option A

\$25.00

- 1 Indoor Poster
- 1 Outdoor Poster
- 100 B&W Tickets
- 250 B&W Quartercards

Marketing Package 5 - Option B

\$30.00

- 1 Indoor Poster
- 1 Outdoor Poster
- 200 B&W Tickets
- 250 B&W Quartercards

Marketing Package 5 - Option C

\$40.00

- 1 Indoor Poster
- 1 Outdoor Poster
- 300 B&W Tickets
- 500 B&W Quartercards

Marketing Package 5 - Option D

\$50.00

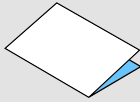
- 1 Indoor Poster
- 1 Outdoor Poster
- 450 B&W Tickets
- 500 B&W Quartercards

À la Carte

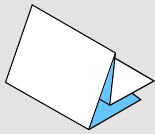
		COLOR	BLACK & WHITE
Postcards 80lb	100	\$38.00	\$14.00
	200	\$68.00	\$20.00
	300	\$98.00	\$26.00
	400	\$128.00	\$32.00
Postcards 100lb	100	\$39.00	\$15.00
	200	\$70.00	\$22.00
	300	\$101.00	\$29.00
	400	\$132.00	\$36.00
Quartercards 24lb	100	\$17.25	...
	200	\$31.50	...
	300	\$45.25	...
	400	\$59.00	...
Quartercards 20lb	100	...	\$5.75
	200	...	\$7.50
	300	...	\$9.25
	400	...	\$11.00

Prices calculated at student rate with the cutting cost included.

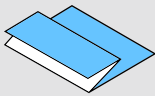
Fold Patterns



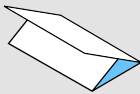
Single Fold



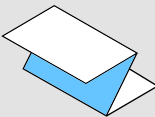
Parallel Fold



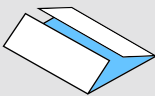
Short Fold



Letter Fold



Accordian Fold



Gate Fold

Machine Folded

Choice of any fold pattern

001 - ∞ sheets	\$0.01	per sheet
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Minimum of 24 hours to process order.

Hand Folded

Letter & Single fold ONLY

001 - ∞ sheets	\$0.05	per sheet
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Minimum of 48 hours to process order.

Paper Sizes

5" x 5.2"	(Minimum)
8.5" x 14"	(Legal)
8.5" x 11"	(Letter)
11" x 17"	(Tabloid)
12.2" x 17"	(Maximum)

Paper Weight

53gsm to 157gsm (14 to 42lb)

Heavier than 128gsm (34lb) cannot be parallel folded.

60lb is the heaviest stock we will fold in our machine.

Services // Pricing

Coil Bound

12 inch long coils

Coil colors: Black, White & Clear

1/4 inch diameter	\$1.50	per coil
1 inch diameter		
1 1/8 inch diameter	\$2.00	per coil
2 inch diameter		
Clear Cover & Black Back	\$1.50	(01-99)
	\$1.25	(100-249)
	\$1.00	(300-500)

Minimum of 48 hours to process order.

Tape Bound

Tape colors: Black & White

Up to 125 sheets	\$0.75	per book
Over 125 sheets	\$1.00	per book

Minimum of 48 hours to process order.

Perfect Bound

Contents 24lb. ONLY

Glued with cardstock cover

minimum of 30 pages	\$2.00	per book
minimum charge of	\$25.00	total

Minimum of 48 hours to process order.

Saddle Stich

Booklet stapled on the spine

001- ∞ sheets	\$0.0125	per sheet
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Minimum of 48 hours to process order.

Fax

Local	\$0.50	per page
Long Distance	\$1.00	per page

Minimum of 10 minutes to process.

*International faxing is available at the Comm Store located on the first floor of the University Center.

Scanning

max 11" x 17"	\$2.00	per scan
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Time and price may vary depending on large volume of scanning.

Tickets

8 per page

Color with stub	\$1.05	per sheet
B&W with stub	\$0.50	per sheet

Ticket Request Form must be turned in 2 weeks before sale. Tickets will not be released directly to the customer. Tickets will be processed and put on sale at The Commons Information Center.

Pouch Laminating

Limited stock (call in advance for large orders)

6" x 9" or smaller	\$0.50	per pouch
5.5" x 8.5" Printed Color	\$8.00	per pouch
4.25"x 5.5" Printed B&W	\$4.00	per pouch
5.5" x 8.5" Printed B&W	\$5.50	per pouch

Minimum of 24 hours to process order.

Notepads

100 sheets glue bound

4.25"x 5.5" Printed Color	\$6.50	per pad
5.5" x 8.5" Printed Color	\$8.00	per pad
4.25"x 5.5" Printed B&W	\$4.00	per pad
5.5" x 8.5" Printed B&W	\$5.50	per pad

Minimum of 48 hours to process order.

Business Cards

Single Sided

250 Color	\$25.00
500 Color	\$30.00
1000 Color	\$40.00
250 B&W	\$15.00
500 B&W	\$20.00
1000 B&W	\$30.00

Minimum of 48 hours to process order.

*Double Sided Color add \$15.00

*Double Sided B&W add \$10.00

Additional Services

Collate & Staple	\$0.003	per sheet
Hand Collating	\$0.30	per section
		(\$5.00 per hour special handling)
Hole-punching (3 holes)	\$0.01	per sheet
Hand Trimming	\$0.50	per trim
Grommets	\$0.50	each
Reductions/Enlargements	\$1.50	each
Cutting	\$2.00	set-up
	\$1.00	per cut

Minimum time based on all over order.

Design Service

Design Fee	\$15 - 30.00	per hour
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Minimum of 3 weeks to process request.

File Reformat

Design Fee	\$5 - 10.00	per file
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If reformatting takes more than an hour, pricing will change to the Design Fee of \$15.000 per hour.

Recycled Paper

	24lb	60lb cover	80lb cover
Letter	\$0.07	\$0.09	\$0.12
Legal	\$0.07
Tabloid	\$0.07	\$0.09	\$0.12
Labels	\$0.15

Digital Color Copying

		STUDENT	FACULTY / STAFF
Letter 24/28lb	1-99	\$0.55	\$0.70
	100-249	\$0.45	\$0.60
	250-499	\$0.35	\$0.50
	500-2499	\$0.25	\$0.40
	2500-4999	\$0.15	\$0.30
	5000 & UP	\$0.05	\$0.20
Legal 24/28lb	1-99	\$0.65	\$0.80
	100-249	\$0.55	\$0.70
	250-499	\$0.45	\$0.60
	500 & UP	\$0.35	\$0.50
	1-99	\$0.85	\$1.00
Tabloid & 12x18 24/28lb	100-249	\$0.75	\$0.90
	250-499	\$0.65	\$0.80
	500-2499	\$0.55	\$0.70
	2500-4999	\$0.45	\$0.60
	5000 & UP	\$0.35	\$0.50

Black & White Copying

		STUDENT	FACULTY / STAFF
Letter 20lb	1-99	\$0.07	\$0.10
	100-249	\$0.05	\$0.08
	250 & UP	\$0.03	\$0.05
Letter 24lb	1-99	\$0.10	\$0.03
	100-249	\$0.08	\$0.10
	250-499	\$0.05	\$0.08
	500 & UP	\$0.03	\$0.05
Legal 20lb	1-99	\$0.10	\$0.13
	100-249	\$0.08	\$0.10
	250-499	\$0.05	\$0.07
	500 & UP	\$0.03	\$0.05
Legal 24lb	1-99	\$0.12	\$0.16
	100-249	\$0.10	\$0.13
	250-499	\$0.07	\$0.10
	500 & UP	\$0.05	\$0.07
Tabloid 20lb	1-99	\$0.20	\$0.25
	100-249	\$0.15	\$0.20
	250-499	\$0.10	\$0.15
	500 & UP	\$0.05	\$0.10
Tabloid & 12x18 24lb/28lb	1-99	\$0.25	\$0.30
	100-249	\$0.20	\$0.25
	250-499	\$0.15	\$0.20
	500 & UP	\$0.10	\$0.15

Buttons

Made Semi-Automatically		B&W	COLOR
1.00 inch diameter	50	\$15.00	\$17.50
	100	\$25.00	\$30.00
	200	\$40.00	\$50.00
	300	\$45.00	\$60.00
	500	\$50.00	\$75.00
1.25 inch diameter	50	\$17.50	\$20.00
	100	\$30.00	\$35.00
	200	\$50.00	\$60.00
	300	\$60.00	\$75.00
	500	\$75.00	\$100.00

Minimum of 2 weeks for design, proofing, and production is required for all button orders.

Additional Costs

Color Paper	\$0.02 per sheet
Glossy Paper	\$0.05 per sheet
Cardstock 60lb.	\$0.02 per sheet
80lb.	\$0.05 per sheet
100lb.	\$0.07 per sheet
Labels	\$0.07 per sheet
Resume Paper	\$0.30 per sheet
Transparencies	\$0.55 per sheet
End Cap Poster Tube	\$5.00 each
Telescope Poster Tube	\$8.00 each

\$25.00 Rush Fee

is applied for orders with less than 24 hours notice.