



Black and white printing		
	One sided	Double-sided
Letter (8.5" x 11")	\$0.03	\$0.06
Legal (8.5" x 14")	\$0.04	\$0.08
Tabloid (11" x 17")	\$0.06	\$0.12

Colour printing				
	* 1 to 5 000		* 5 001 and more	
	One side	Double-sided	One side	Double-sided
Letter (8.5" x 11")	\$0.40	\$0.80	\$0.37	\$0.74
Legal (8.5" x 14")	\$0.48	\$0.96	\$0.45	\$0.90
Tabloid (11" x 17")	\$0.72	\$1.44	\$0.69	\$1.38
Ledger (12" x 18")	\$1.00	\$2.00	\$1.00	\$2.00

* Monthly production

Finishing							
Spiral	8.5" x 11"	8.5" x 14"	Cerlox	8.5" x 11"	8.5" x 14"	Wire-O	8.5" x 11"
6mm	\$0.85	\$1.15	5/16"	\$0.46	\$1.03	1/4"	\$1.65
8mm	\$0.90	\$1.22	3/8"	\$0.52	\$1.18	5/16"	\$1.75
10mm	\$1.29	\$1.60	1/2"	\$0.88	\$1.98	3/8"	\$1.85
12mm	\$1.77	\$2.38	5/8"	\$1.11	\$2.75	7/16"	\$1.95
15mm	\$2.30	\$3.11	3/4"	\$1.27	\$3.11	1/2"	\$2.05
18mm	\$2.71	\$3.62	1"	\$2.04	\$5.06	9/16"	\$2.15
23mm	\$3.62	\$4.84	1-1/4"	\$2.18	\$5.16	5/8"	\$2.25
			1-1/2"	\$2.39	\$6.02	3/4"	\$2.35
			2"	\$2.99	\$7.54	7/8"	\$2.60
Glue book binding	\$0.75 (available only on black and white printing)						
Staples	\$0.02 / machine stapling = \$0.15 / Manual stapling = \$4.39						
Hole Punch (per sheet)	3 holes = \$0.01 / 4 holes = \$0.02						
Folding	Set-up cost \$4.39 + \$0.01 per sheet						
Plastification	8.5" x 14" and less = \$1.80 / Minimum \$3.60 for larger formats						
Note pad	\$0.49 per note pad						
Stapled booklet	Set-up cost \$4.39 (nul if standard format) + \$0.15 per booklet						
Scanning	\$4.39 + \$0.10 per sheet						
CD copy	\$2.49 (CD pouch \$0.30 extra)						
Labour	\$33.50 / hour (billed in 15 minute increments)						
Overtime	\$50.25 / hour						
Cutting	\$0.60 / cut (per 100 sheets)						



Special media (price per sheet, in addition to the print cost)		
8.5" x 11"		
Matte cardstock 80lb	\$0.19	(3R11770)
Glossy cardstock 10pt	\$0.32	(3R11793)
Colour-varied sheets	\$0.04	(colour-varied)
NCR - 3 (white-yellow-pink carbonless forms)	\$0.24	(3R12425)
Polyester (luxury untearable paper)	\$0.75	(Poly-11)
80lb text glossy paper	\$0.10	(3R11450)
Full sheet label	\$1.15	(3R5114)
Cardstock white cover	\$0.15	(rock-11)
Cardstock navy blue cover	\$0.67	(blue-11)
Cardstock burgandy cover	\$0.67	(red-11)
Transparent mica cover	\$0.51	(mica-11)
8.5 x 11" card with envelope	\$1.14	(3R6340 + 3R12032)
8.5" x 14"		
Colour-varied sheets	\$0,08	(colour-varied)
NCR (white-yellow-pink carbonless forms)	\$0,30	(3R12427)
Transparent mica cover	\$0.76	(mica-14)
11" x 17"		
Matte Cardstock (FSC certified) 80lb Planet 20	\$0.57	(3R11807)
Thick matte cardstock (FSC certified) 100lb	\$0.62	(3R11810)
Glossy cardstock 10pt	\$0.66	(3R11794)
Polyester (luxury untearable paper)	\$1.50	(Poly-17,18)
12" x 18"		
Matte cardstock (FSC certified)	\$0.70	(3R11808)
Satin cardstock 100lb	\$0.69	(3R11484)
Tabs		
Set of 5 standard	\$1.18	(3R4415)
Set of 5 plastified	\$1.74	(3R5520)
Set of 5 colour	\$1.74	(3R5650)
Set of 8	\$1.95	(3R5713)
Set of 10	\$3.30	(544P71170)

Print Service Centre
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 Monday to Friday - 8:00 am to 5:30 pm