

black & white copying / digital printing

quantity	8.5 x 11/14	11 x 17
1-99	10¢	17¢
100-499	8¢	14¢
500-999	6¢	11¢
1000-9999	5¢	9¢
10000+	4¢	6¢
self serve	8¢	15¢

digital processing efiles **\$3** first file - **\$1** additional files
 hand placement of documents for copying (per original) **12¢**
 image repeat, editing, resizing, cropping (per page) **\$2.50**

wide format copying / digital printing

	18x24	24x36	36x48	custom size
b/w copying	\$1.50	\$3.00	\$6.00	50¢ /sq ft.
b/w digital	\$2.25	\$4.50	\$9.00	75¢ /sq ft
colour digital	\$5.25	\$10.50	\$21	\$1.75 /sq ft.
scanning colour or b/w				
\$25 min	\$15	\$30	\$60	\$5 /sq ft
colour or black & white engineering drawings printed on 20lb roll bond				

finishing services

bundling	50's, 100's etc.	\$5 /1000	\$5 min
cutting		\$1 / cut of 500 sheets 20# bond	\$10 min
drilling		\$20 setup	\$15 /1000 min
folding	11"/ 14"/ 17"	\$15 /1000	\$15 min
folding booklet / 2 staples	11"/ 14"/ 17"	20¢ /booklet	\$15 min
labor manual shop collating & assembly etc.		\$35 /hr	\$20 min
ink match		\$20 /colour	
numbering black		\$20 setup per position	\$15 /1000 min
numbering red		\$20 setup per position	\$32 /1000 min
padding		50¢ /pad	\$10 min
perfining/scoring		\$20 setup per rule	\$15 /1000 min
stapling auto machine			1¢ /staple
stapling manual			10¢ /staple
stapling manual heavy duty			15¢ /staple

digital services

cd burning pc or mac format (includes cd)			\$5
cd pdf indexing or cataloging files		\$45 /hr	\$25 min
desktop creation & design		\$45 /hr	\$25 min
scanning photo color or b/w 11"		\$5 /scan	\$10 min
scanning photo color or b/w 17"		\$8 /scan	\$10 min
scanning auto feed color or b/w 11"		20¢ /sht	\$10 min
scanning auto feed color or b/w 17"		30¢ /sht	\$10 min
signature booklet setup color or b/w			\$5 min

binding services

coiling	up to 50 sheets	\$3.00
	up to 100 sheets	\$3.75
	up to 150 sheets	\$4.15
	up to 200 sheets	\$4.50
	over 200 sheets	\$5.75
cerlox	up to 50 sheets	\$1.75
	up to 100 sheets	\$2.50
	up to 150 sheets	\$3.55
	up to 200 sheets	\$3.55
	over 200 sheets	\$5.75
	all cerlox jobs	\$5 min
rebinding coil/cerlox	\$1.25 min	
clear / frosted covers	45¢ ea	
card covers (assorted colors available)	45¢ ea	

price guide is subject to change without notice