

# Morningside College Copy Center Price Sheet

## COLOR COPIES

<b>Paper Size</b>	<b>Stock</b>	<b>one-sided</b>	<b>two-sided</b>
<b>Letter - (8.5x11)</b>	24/28# .....	\$ .20.....	\$ .35
	Cardstock - 80 lb. ....	\$ .35.....	\$ .50
	Glossy 100 lb. ....	\$ .40.....	\$ .55
	Letterhead .....	\$ .30.....	\$ .45
	Label/nametag paper .....	\$ .65	
	Half Sheet Postcards (8.5 x 5.5 inches) .....	\$ .12 each	
	Fourth Sheet Postcards (5.5 x 4.25 inches).....	\$ .08 each	
<b>Legal (8.5x14)</b>	20 lb. ....	\$ .30.....	\$ .45
<b>Tabloid (11x17)</b>	24/28# .....	\$ .50.....	\$ .85
<b>12x18</b>	Glossy 100 lb. cardstock .....	\$ .85.....	\$1.25
<b>Banner Prints</b>	Glossy banner paper.....	\$10 per square ft.	

## BLACK COPIES

<b>Paper Size</b>	<b>Stock .....</b>	<b>one-sided .....</b>	<b>two-sided</b>
<b>Letter - (8.5x11)</b>	20# white paper .....	\$ .05.....	\$ .08
	24# bright white paper .....	\$ .06.....	\$ .09
	20# color paper .....	\$ .07.....	\$ .11
	Cardstock - 80# - white .....	\$ .11.....	\$ .16
	Cardstock - 80# - color .....	\$ .16.....	\$ .20
	Glossy cardstock .....	\$ .20.....	\$ .31
	College letterhead.....	\$ .13.....	\$ .16
	Label/nametag paper .....	\$ .28	
<b>Legal (8.5x14)</b>	20# white paper .....	\$ .09.....	\$ .14
	24# bright white paper .....	\$ .11.....	\$ .16
	20# color paper .....	\$ .13.....	\$ .18
	Cardstock - 80# - white .....	\$ .14.....	\$ .19
	Cardstock - 80# - color paper .....	\$ .18.....	\$ .23
	Glossy cardstock .....	\$ .24.....	\$ .27
<b>Tabloid (11x17)</b>	20# white paper .....	\$ .11.....	\$ .16
	20/24# color paper .....	\$ .14.....	\$ .19
	Cardstock - 80# - white .....	\$ .18.....	\$ .23
	Cardstock - 80# - color .....	\$ .20.....	\$ .25
	Glossy cardstock .....	\$ .26.....	\$ .31
<b>BUSINESS CARDS</b>	Glossy cardstock .....	\$35.00.....	\$45.00

(per 500)

## **ENVELOPES (black only)**

#9 per 500 .....	\$ 25.00
#10 per 500 .....	\$ 30.00
#12 per 500 .....	\$ 43.00
9x12 per 500 .....	\$ 35.00

## **OTHER**

Clear plastic covers - each .....	\$ .40
Folding per sheet by machine .....	\$ .02
Folding per sheet by hand .....	\$ .06
3-hole punch by hand per 50 pages .....	\$ .05
Blue Books .....	\$ .18
Cutting per cut .....	\$ 1.00
Mail merge .....	\$10.00
Padding - per project .....	\$10.00
Envelope stuffing .....	\$11.00

## **COIL BINDING**

Cost per coil plus \$1.00 per book (includes punching)

## **STAPLING**

Printer Stapling per item .....	\$ .03
Hand stapling per item .....	\$ .10

## **CARBONLESS PRINTING (padding included)**

2 part carbonless - one sided .....	\$ .50
2 part carbonless - two sided .....	\$ .55
3 part carbonless - one sided .....	\$ .70
3 part carbonless - two sided .....	\$ .75
4 part carbonless - one sided .....	\$ .80
4 part carbonless - two sided .....	\$ .85

**PAPER BY THE REAM** - Please contact the Copy Center for current price.

## **For more information or estimates please contact:**

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