

Morningside College Copy Center Price Sheet

COLOR COPIES

Paper Size	Stock	one-sided	two-sided
Letter - (8.5x11)	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	
Legal (8.5x14)	20 lb.	\$.30.....	\$.45
Tabloid (11x17)	24/28#	\$.50.....	\$.85
12x18	Glossy 100 lb. cardstock	\$.85.....	\$1.25
Banner Prints	Glossy banner paper.....	\$10 per square ft.	

BLACK COPIES

Paper Size	Stock	one-sided	two-sided
Letter - (8.5x11)	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	
Legal (8.5x14)	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
Tabloid (11x17)	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
BUSINESS CARDS	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:

Randee Small, Graphic Services Manager..... ext. 5262small@morningside.edu

Lauretta Shaver, Copy Center Technician..... ext. 5198 and 5189printing@morningside.edu