

# digital printing

Total # of prints	8.5x11		11x17, 12x18, 13x19	
	Black	Color	Black	Color
1-99	.08	.42	.12	.65
100-199	.07	.37	.11	.60
200-499	.07	.34	.11	.55
500-699	.06	.31	.10	.50
700-999	.06	.28	.09	.45
1000-1999	.05	.25	.08	.40
2000-4999	.04	.10	.06	.20
5000+	.02	.05	.04	.10

Specialty Colors Size/Coverage	Clear		White	
	0-50%	51-100%	0-50%	51-100%
8.5x11	.08	.15	.16	.30
11x17/12x18	.15	.30	.30	.60
13x19	.23	.45	.46	.90
13x25	.30	.60	.60	1.20

# paper

Weight	Paper	SINGLE SHEETS				REAM	
		8.5x11	11x17	12x18	13x19	8.5x11	11x17
20#	White	N/C	N/C			3.35	8.45
20#	White - case	33.50					
20#	Colors	.02	.03			6.75	14.25
60#	White	.02	.04			8.35	17.85
60#	Colors	.02	.04	.05		6.75	14.25
60#	Brights	.03	.05	.07		10.10	20.60
70#	White	.02	.04	.05		7.45	18.80
70#	Colors	.02	.04			8.00	16.60

## TEXT - Special

24/60#	Watermarked-Letterhead	.06				20.50	
60#	Parchment	.04	.08			14.30	33.80
70#	Linen	.05	.10			16.25	34.45
70#	Royal Fiber	.04	.08			15.60	31.85
100#	Gloss	.05	.10	.15	.20		41.80

## COVER - Special

65#	White	.05	.10			6.80	14.35
65#	Colors	.05	.10			7.00	16.00
65#	Brights	.06	.11			9.75	20.15
65#	Parchment	.06	.13			14.70	35.15
80#	Black	.09				20.00	
80#	Linen	.08	.16			15.60	37.40
80#	Royal Fiber	.08	.16			16.90	38.35
80#	Business Card Stock	.075	.15	.20		17.90	35.80
80#	2 side Gloss	.075	.15	.20		17.90	35.80
100#	White	.075	.15	.20		17.90	35.80
10 pt	1 side Super Gloss	.125	.25	.25			

# bindery

Mailing Tabs (each)	_____	.01
Cut (per cut)	_____	.50
per 100 sheets card stock		
per 200 sheets lighter stock		
Soft Spine book	.....	1.00
Hard Cover book	.....	2.00

## Laminating

8.5x11	.....	2.00
11x17	.....	3.00
each add'l inch	.....	.25
hand trim (per side)	.....	.05

## Mounting

8.5x11	.....	2.50
11x17	.....	4.50
12x18	.....	5.00
20x30	.....	6.00

## Wrap (if requested each) 40

## Machine

Punch (per sheet)	.....	.005
Fold (per sheet)	.....	.01
Staple (each)	.....	.01
Tab (per pass)	.....	.01

## Hand

Collate (per sheet)	.....	.05
Fold (per sheet)	.....	.05
Staple (each)	.....	.05
Score (each)	.....	.05
Tab (per tab)	.....	.05
Trim (per cut)	.....	.05
Tile	.....	12.00
Count (per 60 pieces)	...	.80

## Specialty Machine

Set-up	\$12.00 on each	
Drill (each drop)	.....	.80
Book Collator (per sheet)		.01
Number (per sheet)	.....	.02
Perforate (per sheet)	...	.02
Score (per sheet)	.....	.02
Padding (chipboard extra)		
per pad	.....	.10
per inch scrap paper	..	.25

## specialty items

Chipboard (8.5x11 or 9x11) .....	.10
Foam Board (20x30) .....	1.00
cut to size (each cut) .....	.50
Black Leatherette Cover (8.5x11) .....	.50
Clear Sheet (8.5 x 11) .....	.15
Hang Tags (3 up with hole).....	.21
Divider Tabs (white, 5 per set) .....	1.25
Labels (blank, per sheet)	
Circle .....	.50
CD.....	.50
Address 30 up.....	.50
Mailer 4 up.....	.25
Mailer 6 up.....	.50
Full 8.5 x 11 sheet .....	.50
Name Tag.....	.25
Envelopes - Blank, each	
5 1/2 Bar/A2s, 6 Bar/A6s, plain white.....	.15
5 1/2 Bar/A2s, 6 Bar/A6s, special color/paper ....	.20
#10.....	.15
Peel 'n' Seal .....	.25
Grad Announcements	
Card only .....	.60
Card and envelope .....	.75
WIU Notecards	
1 sided color, with envelope .....	.40
2 sided color, with envelope .....	.75
NCR - Carbonless Paper	
19# (per sheet) .....	.04
8.5x14 .....	.04
Card .....	.09
padding @ \$1.00/1000 sheets + \$12.00 setup	
Grad catalogs cut/bind .....	4.50
Laminate covers .....	2.40

## miscellaneous items

CD Sleeve.....	.10
CD Adhesive Holder .....	1.00
CD Slimline Case.....	1.50
In/Out Faxes 1st sheet.....	1.00
each remaining sheet.....	.75
Scanning (from book).....	.50 each
Scanning (loose sheets) .....	.15 each

## binding

<b>comb/coil</b>	SMALL	MEDIUM	LARGE
Qty	1-50 pgs	50-75 pgs	75+ pgs
1-99 .....	2.50 .....	3.00 .....	3.50 .....
100-499 .....	1.50 .....	2.00 .....	2.50 .....
500-999 .....	1.25 .....	1.50 .....	1.75 .....
1000+ .....	1.00 .....	1.25 .....	1.50 .....

<b>perfect</b>	SMALL	MEDIUM	LARGE
Qty	1-50 pgs	50-75 pgs	75+ pgs
1-99 .....	3.00 .....	4.00 .....	5.00 .....
100-499 .....	1.50 .....	1.75 .....	2.00 .....
500-999 .....	1.25 .....	1.50 .....	1.75 .....
1000+ .....	1.00 .....	1.25 .....	1.50 .....

## stationary

### letterhead

Qty	Price
250 .....	110.73
500 .....	122.12
1000 .....	143.54
2500 .....	205.67
5000 .....	306.36

### envelopes - #10 regular

Qty	Price
250 .....	91.05
500 .....	101.76
1000 .....	127.21
2500 .....	207.55
5000 .....	358.85

### envelopes - #10 window

Qty	Price
250 .....	95.07
500 .....	108.46
1000 .....	140.60
2500 .....	241.02
5000 .....	399.02

### envelopes - #9 bre, #9 courtesy

Qty	Price
250 .....	92.39
500 .....	103.10
1000 .....	128.54
2500 .....	212.90
5000 .....	365.55

Please call for estimates on other sizes of envelopes.

## business cards

Business cards are printed in multiples of 24. Quantities and prices apply to individual names. Grad Asst cards must be ordered by dept. Student cards .25 each - NO WIU logos

Qty	Total	\$ Per Card
24	12.00	.500
48	14.28	.298
72	16.57	.230
96	18.85	.196
120	21.14	.176
144	23.42	.163
168	25.71	.153
192	27.99	.146
216	30.27	.140
240	32.56	.136
264	34.84	.132
288	37.13	.129
312	39.41	.126
336	41.70	.124
360	43.98	.122
384	46.27	.120
408	48.55	.119
432	50.83	.118
456	53.12	.116
480	55.40	.115
504	57.69	.114
528	59.97	.114
552	62.26	.113
576	64.54	.112
600	66.82	.111
624	69.11	.111
648	71.39	.110
672	73.68	.110
696	75.96	.109
720	78.25	.109
744	80.53	.108
768	82.81	.108
792	85.10	.107
816	87.38	.107
840	89.67	.107
864	91.95	.106
888	94.24	.106
912	96.52	.106
936	98.80	.106
960	101.09	.105
984	103.37	.105
1008	105.66	.105

## premail services

Item	Set up	Per Address Charge
<b>Address Verification.....</b>	<b>12.00 +</b>	
on campus .....		.02
off campus.....		.03
<b>Letter Setup .....</b>	<b>16.00</b>	
(includes upper to mixed conversion, proofing, merge field setup and test)		
<b>Print letter.....</b>	<b>current printing price</b>	
<b>Print Address on pre-printed piece</b>		
(pre-printed postcard, self-mailer) .....		.04
<b>Envelope Merge Setup.....</b>	<b>12.00 plus</b>	
Delivery Address B/W.....		.04
Return Address.....		.04 black .07 color
Indicia B/W N/C with delivery address.....		.02
<b>Labels (stock included)</b>		
Label Merge Setup.....	12.00 plus	
Barcoded delivery address.....		.05
Scan Signature .....		current scan price
<b>Machine Finishing Services</b>		
Stuffing (includes folding) .....		.02/piece
Fold.....		.01/piece
Tab (includes tab) .....		.01/tab
<b>Hand Finishing Services</b>		
Stuffing.....		.05/piece
Fold.....		.05/piece
Tab (includes tab) .....		.06/tab
Apply labels .....		.10/label
<b>File "finessing"</b>		
Format change only.....		.02/per address
Manual check/modify.....		48.00/hour, min \$24

## departmental flat sheets

September-May .....	current print price
Summer Rate - June-August	
Color both sides, 24#.....	.35 each
Color front/black back, 24# .....	.25 each

Prices subject to change without notice.