

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 inch25
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 pad10
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)	
Circle50
CD.....	.50
Address 30 up.....	.50
Mailer 4 up.....	.25
Mailer 6 up.....	.50
Full 8.5 x 11 sheet50
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/paper20
#10.....	.15
Peel 'n' Seal25
Grad Announcements	
Card only60
Card and envelope75
WIU Notecards	
1 sided color, with envelope40
2 sided color, with envelope75
NCR - Carbonless Paper	
19# (per sheet)04
8.5x1404
Card09
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

comb/coil	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

perfect	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
Address Verification.....	12.00 +	
on campus02
off campus.....		.03
Letter Setup	16.00	
(includes upper to mixed conversion, proofing, merge field setup and test)		
Print letter.....	current printing price	
Print Address on pre-printed piece		
(pre-printed postcard, self-mailer)04
Envelope Merge Setup	12.00 plus	
Delivery Address B/W.....		.04
Return Address.....		.04 black .07 color
Indicia B/W N/C with delivery address02
Labels (stock included)		
Label Merge Setup.....	12.00 plus	
Barcoded delivery address05
Scan Signature		current scan price
Machine Finishing Services		
Stuffing (includes folding)02/piece
Fold.....		.01/piece
Tab (includes tab)01/tab
Hand Finishing Services		
Stuffing.....		.05/piece
Fold.....		.05/piece
Tab (includes tab)06/tab
Apply labels10/label
File "finessing"		
Format change only.....		.02/per address
Manual check/modify.....		48.00/hour, min \$24

departmental flat sheets

Color both sides, 24#40 each - year round

Prices subject to change without notice.