

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
13x26	.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			3.85	8.45
20#	White - case	38.50					
20#	Recycled	.02				4.85	
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#	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

letterhead

Qty	Price
250	107.50
500	118.56
1000	139.36
2500	199.68
5000	297.44

envelopes - #10 regular, #9 bre, #9 courtesy

Qty	Price
250	102.70
500	121.94
1000	138.32
2500	187.46
5000	269.36

envelopes - #10 window*

Qty	Price
250	102.70
500	121.94
1000	138.32
2500	207.00
5000	342.70

Please call for estimates on other sizes of envelopes.

*minimum quantity 500

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

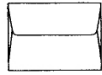
Item	Set up	Per Address Charge
Address Verification.....	12.00 +	
on campus02
off campus.....		.03
Letter Setup	16.00	
(includes upper to mixed conversion, proofing, merge field setup and test)		
Print letter.....	current printing price	
Print Address on pre-printed piece		
(pre-printed postcard, self-mailer)04
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

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.

ANNOUNCEMENT



TYPE	SIZE	ENCLOSURE
<i>A-style</i>		
A-2	4.375x5.75	4.25x5.5
A-6	4.75x6.5	4.5x6.25
A-7	5.25x7.25	5.125x7
A-8	5.5x8.125	5.375x7.875
A-long	3.875x8.875	3.75x8.625
A-10	6x9.5	5.875x9.25



business announcement

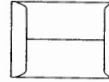
gladstone	3.5625x5.5625	3.375x5.375
4 baronial	3.625x5.125	3.5x4.875
5 baronial	4.125x5.625	4x5.25
5½ baronial	4.375x5.75	4.25x5.5
6 baronial	4.75x6.5	4.625x6.25
lee	5.25x7.25	5.125x7

• commonly stocked CLASSIC CREST® Paper envelopes

FLAP STYLES

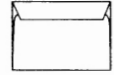


CATALOG (open end)



TYPE	SIZE	ENCLOSURE
<i>glove</i>		
7	4x6.375	3.75x5.875
8	3.875x7.5	3.625x7
<i>policy</i>		
• 10	4.125x9.5	3.875x9
11	4.5x10.325	4.25x9.875
14	5x11.5	4.75x11
<i>scarf</i>		
1	4.625x6.75	4.375x6.25
3	5x7.5	4.75x7
4½	5.5x7.5	5.25x7
6	5.5x8.25	5.25x7.75
<i>catalog</i>		
1	6x9	5.75x8.5
1¾	6.5x9.5	6.25x9
3	7x10	6.75x9.5
6	7.5x10.5	7.25x10
8	8.25x11.25	8x10.75
9¾	8.75x11.25	8.5x10.75
10½	9x12	8.75x11.5
12½	9.5x12.5	9.25x12
13½	10x13	9.75x12.5
14½	11.5x14.5	11.25x14
15	10x15	9.75x14.5
15½	12x15.5	11.75x15

BOOKLET (machinable)



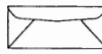
TYPE	SIZE	ENCLOSURE
3	4.75x6.5	4.5x6
5	5.5x8.125	5.25x7.625
6	5.75x8.875	5.5x8.375
6½	6x9	5.75x8.5
6¾	6x9.5	5.75x9
6¾	6.5x9.5	6.25x9
7½	7.5x10.5	7.25x10
9	8.75x11.5	8.5x11
9½	9x12	8.75x11.5
10	9.5x12.625	9.25x12.125
13	10x13	9.75x12.5

SQUARE

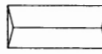


TYPE	SIZE	ENCLOSURE
6½	6.5x6.5	6.25x6.25
7	7x7	6.75x6.75
7½	7.5x7.5	7.25x7.25
8	8x8	7.75x7.75
8½	8.5x8.5	8.25x8.25
9	9x9	8.75x8.75
9½	9.5x9.5	9.25x9.25
13½	13.5x13.5	13.25x13.25

BUSINESS



TYPE	SIZE	ENCLOSURE
<i>commercial</i>		
6¼	3.5x6	3.25x5.75
6¾	3.625x6.5	3.5x6.25
8¾	3.625x8.625	3.5x8.375
7	3.75x6.75	3.5x6.5
• monarch	3.875x7.5	3.75x7.25
9	3.875x8.875	3.75x8.625
• 10	4.125x9.5	4x9.25
11	4.5x10.375	4.25x10.125
12	4.75x11	4.5x10.75
14	5x11.5	4.75x11.25
• 10 window	4.125x9.5	4x9.25



square flap

monarch SF	3.875x7.5	3.75x7.25
9 SF	3.875x8.875	3.75x8.625
• 10 SF	4.125x9.5	4x9.25



policy

• 10 policy	4.125x9.5	3.875x9.25
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FRACTIONS TO DECIMALS

1/32	.03125	17/32	.53125
1/16	.0625	9/16	.5625
3/32	.09375	19/32	.59375
1/8	.125	5/8	.625
5/32	.15625	31/32	.65625
3/16	.1875	11/16	.6875
7/32	.21875	23/32	.71875
1/4	.25	3/4	.75
9/32	.28125	25/32	.78125
5/16	.3125	13/16	.8125
11/32	.34375	27/32	.84375
3/8	.375	7/8	.875
13/32	.40625	29/32	.90625
7/16	.4375	15/16	.9375
15/32	.46875	31/32	.96875
1/2	.5	1	1

METRIC CONVERSIONS

1 ounce	28.3495 grams
1 pound	0.4536 kilograms
1 metric ton	1000 kilograms
1 gram	0.0353 ounce
1 kilogram	2.20462 pounds
1000 grams	1 kilogram
1000 kilograms	1 metric ton

INCHES TO PICAS TO POINTS

INCHES	PICAS	POINTS
1/16" (.0625)	0p4.5	4.5 pt
1/8" (.125)	0p9	9 pt
3/16" (.1875)	1p1.5	13.5 pt
1/4" (.25)	1p6	18 pt
5/16" (.3125)	1p10.5	22.5 pt
3/8" (.375)	2p3	27 pt
7/16" (.4375)	2p7.5	31.5 pt
1/2" (.5)	3p0	36 pt
9/16" (.5625)	3p4.5	40.5 pt
5/8" (.625)	3p9	45 pt
11/16" (.6875)	4p1.5	49.5 pt
3/4" (.75)	4p6	54 pt
13/16" (.8125)	4p10.5	58.5 pt
7/8" (.875)	5p3	63 pt
15/16" (.9375)	5p7.5	67.5 pt
1"	6p0	72 pt

CONVERSION FORMULAS

to convert	multiply by
inches to centimeters	2.54
centimeters to inches	.394
inches to millimeters	25.4
millimeters to inches	.039
feet to meters	.305
meters to feet	3.281

notes