



San Juan College Copy Services



Black / White Copies

	Single-Sided	Double-Sided
8 1/2 x 11 (Letter Size)	\$0.04	\$0.06
8 1/2 x 14 (Legal Size)	\$0.04	\$0.06
11 x 17 (Ledger Size)	\$0.08	\$0.12
Transparencies (Letter Size Only)	\$1.00	
Posters (Black or Blue Print)	\$4.00	

NCR (includes copy charge)	2-Part NCR (250 sets per ream) \$32.00 per ream or \$0.10 per sheet	3-Part NCR (167 sets per ream) \$36.00 per ream or \$0.10 per sheet
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Color Copies

	High Resolution 1200 X 1200 dpi	Production Color Copier Low Resolution 400 X 400 dpi
8 1/2 x 11 (Letter Size)	\$0.55	\$0.27
8 1/2 x 14 (Legal Size)	\$0.75	\$0.37
11 x 17 (Ledger Size)	\$0.95	\$0.47
Transparencies (Letter Size Only)	\$3.00	
Posters (600 x 600 dpi)	\$6.00 per foot (base price)	

* High resolution images must be submitted digitally.

Color Paper

8 1/2 x 11 (Letter Size) & 8 1/2 x 14 (Legal Size)

Hots Brand	Qty.	Discount
<i>Text Weight</i>	\$0.05 per sheet	\$8.50 (500 sheets)
<i>Card Stock</i>	\$0.07 per sheet	\$16.00 (250 sheets)

Opaque Brand	Qty.	Discount
<i>Text Weight</i>	\$0.05 per sheet	\$7.50 (500 sheets)
<i>Card Stock</i>	\$0.07 per sheet	\$14.00 (250 sheets)

Magna Carta Brand	Qty.	Discount
<i>Text Weight</i>	\$0.05 per sheet	\$10.50 (500 sheets)
<i>Card Stock</i>	\$0.07 per sheet	\$20.00 (250 sheets)

Passport Brand	Qty.	Discount
<i>Text Weight</i>	\$0.05 per sheet	\$13.50 (500 sheets)
<i>Card Stock</i>	\$0.07 per sheet	\$24.00 (250 sheets)

Linen	Qty.	Discount
<i>Text Weight</i>	\$0.10 per sheet	\$10.50 (500 sheets)
<i>Card Stock</i>	\$0.15 per sheet	\$21.00 (250 sheets)

11 x 17 (Ledger Size)

Hots Brand	Qty.	Discount
<i>Text Weight</i>	\$0.10 per sheet	\$17.00 (500 sheets)
<i>Card Stock</i>	\$0.14 per sheet	\$32.00 (250 sheets)

Opaque Brand	Qty.	Discount
<i>Text Weight</i>	\$0.10 per sheet	\$15.00 (500 sheets)
<i>Card Stock</i>	\$0.14 per sheet	\$28.00 (250 sheets)

Magna Carta Brand	Qty.	Discount
<i>Text Weight</i>	\$0.10 per sheet	\$21.00 (500 sheets)
<i>Card Stock</i>	\$0.14 per sheet	\$40.00 (250 sheets)

Passport Brand	Qty.	Discount
<i>Text Weight</i>	\$0.05 per sheet	\$27.00 (500 sheets)
<i>Card Stock</i>	\$0.14 per sheet	\$48.00 (250 sheets)

Linen	Qty.	Discount
<i>Text Weight</i>	\$0.20 per sheet	\$21.00 (500 sheets)
<i>Card Stock</i>	\$0.30 per sheet	\$42.00 (250 sheets)

Finishing Services

3-Hole Punch	\$0.00 by machine	\$0.03 by hand	\$3.00 for 500 sheets
Collating	\$0.00 by machine	\$0.05 by hand	
Stapling	\$0.00 by machine	\$0.05 by hand	
Cutting	\$0.25 per 250 sheets (by machine)		\$0.25 per piece (by hand)
Folding	\$2.50 setup fee plus \$0.01 per fold (by machine)		\$0.05 per fold (by hand)
Inserting	\$0.05 per piece		
Padding	\$5.00 setup fee plus \$0.25 per pad		
Booklets (stapled)	\$2.50 setup fee plus \$0.05 per booklet		
Paste Ups	\$3.00 each		
Mounting	\$3.00 each plus cost of foam / poster board (dependent on bookstore prices)		
Comb Binding	\$2.00 each		
Tape Binding	\$1.50 each		
Laminating			
8 1/2 x 11 (Letter Size)	\$1.25		
8 1/2 x 14 (Legal Size)	\$1.50		
11 x 17 (Ledger Size)	\$1.75		
Larger Sizes (up to 25 inch)	\$1.00 Setup + \$1.50 per foot		

Misc.

8 1/2 x 11 20# White Paper	\$3.00 per ream (500 Sheets)	\$30.00 per case
8 1/2 x 11 High Quality White	\$13.95 per ream (500 Sheets)	\$0.05 per sheet
Plastic Covers	\$0.75	
Blank Transparencies	\$0.50	
Book Charge	\$3.00 per chapter or every 10 pages (with written permission from publisher)	
Printing on Spine	\$0.05 per letter (Tape Bind Only)	
Foil Printing on Cover	Ask for Quote	