

# LAFAYETTE

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## PRINTING & COPY SERVICES

### PRICE GUIDE

ALL PRICES SUBJECT TO CHANGE



13 Marquis Hall  
730 Sullivan Road  
Easton, Pennsylvania 18042  
Phone: 610-330-5015 Fax: 610-330-5709  
Email: [copies@lafayette.edu](mailto:copies@lafayette.edu)  
Web: <https://printcopy.lafayette.edu>

Manager: Brad Orey  
Printing Technicians: Bob Burghardt and Dave Brelsford  
Xerox Associate: Dennis Yoo

#### **HOURS:**

Monday - Friday: 8:15AM to 5:00PM

#### **SUMMER HOURS:**

Monday - Friday: 8:15AM to 4:30PM

# HELPFUL HINTS

## **We do not proof read your documents.**

Ultimately it is your responsibility to make sure that your documents are correct before they are sent to us. If you wish, we will print out a proof sample of your document(s) for you to look at **BEFORE** we print your job. Once you approve your sample, we will proceed with printing your job. All you have to do is let us know on the job ticket.

Please be aware that there are different versions ADOBE and of Microsoft Office on campus and yours may be a different version than ours. Files may not transfer from your computer to ours flawlessly so we strongly recommend providing us with high resolution PDFs instead of Office documents...especially if you are using a Mac.

If we have to create or make any changes to a document for you, a proof sample for your review will always be provided to you either electronically or as a hard copy. **It is your responsibility to make sure everything is correct.** We will not begin printing until you sign off saying the proof is ok so please check everything carefully.

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## DESIGN / SETUP

We do not provide any design services. If setup for a printing job including typesetting and fixing documents or lists, charges will apply and will be charged the manual labor rate of \$30.00 per hour with a minimum \$12.50 charge

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## TURN AROUND TIME

We will do our very best we can to complete your requests as soon as we can but please allow for a minimum 2 business day turn around for simple jobs. Please allow 3 or more business days for larger or more complex jobs. We understand that last minute rush jobs do occur, however, please keep in mind that your last minute rush job may cause someone else's job to be late. If you have a job coming up, please let us know but we do not reserve any time in our schedule and work on jobs in the order that they are received. It is extremely important that you submit a completed job request with as much information as you can provide so we do not have to call or email you with questions or clarifications. This may add to your requested completion deadline.

COLOR

COPIES/PRINTS

\$0.15 Per Side

Price INCLUDES 8.5 x 11 20lb 30% recycled copy paper.  
ALL other stocks additional.

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BLACK & WHITE

COPIES/PRINTS

\$0.04 Per Side

Price INCLUDES 8.5 x 11 20lb 30% recycled copy paper.  
ALL other stocks additional.

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PAPER STOCKS (Printing Cost Extra)

Prices are subject to change without notice based on paper costs

**8.5 X 11**

	<b>Sheet</b>	<b>Ream</b>	<b>Carton</b>
20lb 30% Rec.	N/A	\$5.00	\$38.00
Pastel	\$0.02	\$10.00	N/A
3Hole Punch	\$0.01	\$5.50	\$47.00
2Hole Punch	\$0.02	N/A	
32lb Color Copy	\$0.02	\$10.00	
Perforated	\$0.03	N/A	
Brites	\$0.04	\$20.00	
Fibers	\$0.04	\$20.00	
Parchments	\$0.04	\$20.00	
Strathmore	\$0.05	\$25.00	
White Cover	\$0.04	\$10.00	

# PAPER STOCKS (Printing Cost Extra)

## 8.5 X 11 Continued

	<b>Sheet</b>	<b>Ream</b>
Colored Cover	\$0.06	\$15.00
80lb Cover	\$0.05	\$12.50
100lb Cover	\$0.06	\$15.00
Door Hangers	\$0.20 ea. (2 per sheet)	N/A
Transparencies	\$0.50	N/A
Pre-cut Tabs \$1.25 per bank of 5		N/A
NeverTear 8mil	\$1.00	N/A

## 8.5 X 11 Labels

*Prices may vary based on current prices of labels*

	<b>Labels/Sheet</b>	<b>Sheet</b>
Avery 5160	30	\$0.25
Avery 5163	10	\$0.30
Avery 5164	6	\$0.35
Avery 5165	Full Sheet	\$0.35
Avery 5168	4	\$0.35
Avery 5360	21	\$0.30
Avery 5395	8 Name Badges	\$0.85

## 8.5 X 14

	<b>Sheet</b>	<b>Ream</b>
20lb 30% Rec.	\$0.02	\$10.00
Pastel	\$0.03	\$15.00
28lb	\$0.03	\$15.00

**Card Stock is not available in legal size and must be cut down from 11 x 17 stock. 11 x 17 prices will apply.**

## 11 x 17

	<b>Sheet</b>	<b>Ream</b>
20lb 30% Rec.	\$0.02	\$15.00
Pastel	\$0.04	\$20.00
Fiber	\$0.06	\$30.00
32lb Color Copy	\$0.07	\$35.00
White Cover	\$0.06	\$15.00
80lb Cover	\$0.10	\$25.00
100lb Cover	\$0.11	\$27.50

# PAPER STOCKS (Printing Cost Extra)

## 12 X 18

	Sheet	Ream
32lb Color Copy	\$0.08	\$40.00
80lb Cover	\$0.11	\$27.50
100lb Cover	\$0.12	\$30.00
130lb Silk	\$0.13	\$26.00 (200 sheets)
100lb Uncoated Accent	\$0.13 per sheet	
100lb Uncoated Mohawk	\$0.17 per sheet	
Pocket Folders	\$1.75	
Low Tac Vinyl Label	\$1.55	

## 13 x 19

	Sheet	Ream
100lb Cover	\$0.15	\$37.50
130lb Silk	\$0.16	\$32.00 (200 sheets)

# ENVELOPES (Printing Cost Extra)

10 White	\$0.03	Security	\$0.04
6 3/4 White	\$0.03	➡ Remit	\$0.04
6 3/4 Classic Crest	\$0.06	➡ Brown	\$0.06
Coin Env	\$0.05	➡ Security	\$0.06
#10 Brown	\$0.04		
#9 White	\$0.04		
#10 Window	\$0.05	➡ Security	\$0.06
5.5 Bar	\$0.06		
5.5 Bar Card	\$0.06		
6 Bar	\$0.06		
6 Bar Card	\$0.06		
6 x 9	\$0.07		
6.5 x 9.5	\$0.07		
7.5 x 10.5 White	\$0.08		
9 x 12 White	\$0.07	6x6	\$0.10
10 x 13 White	\$0.08		
Lee	\$0.10		
#10Strathmore	\$0.11	Monarch CC	
Folded Card (6 bar)	\$0.11	(3.875x7.5)	\$0.12
9 x 12 Brown	\$0.11		
10 x 13 Brown	\$0.12		
5.5 Bar Strathmore or CC	\$0.14		
6 Bar Strathmore or CC	\$0.14		
9 x 12 Brown self seal	\$0.15		
Lee Strathmore or CC	\$0.18		

# STATIONERY

All Lafayette College Letterhead, envelope and business card designs are all in accordance with the Lafayette College Style Guide. We are not allowed to alter any design without permission from the Communications Division. Any alterations to the wordmark (logo) of Lafayette College including Lafayette Athletics is strictly forbidden.

A proof of your job will be provided to you in hard copy for approval before we proceed with printing. If corrections are needed before approval, they will be made at no additional charge to your department. If your request is for an exact reprint of a file we have printed in the past, please make reference on the job submission form.

## **Prices are per printed sheet on the Xante Press**

Black ink on the Xante is \$0.05 Single Sided

Color ink on the Xante is \$0.15 Single Sided\*

\*Color is based on coverage—\$0.15 is for Letterhead or return addresses only. Other applications could cost more.

## BLANK LETTERHEAD

### **Prices are per printed sheet on the Xante Press**

Color on Strathmore	\$0.20
Black on Strathmore	\$0.10
Color on 20lb copy paper	\$0.15
Black on 20lb copy paper	\$0.05

## ENVELOPES

### **Prices are per printed envelope on the Xante Press**

Color on #10 Strathmore	\$0.26
Black on #10 Strathmore	\$0.16
Color on #10 White	\$0.18
Black on #10 White	\$0.08

# BUSINESS CARDS

There is a one time setup fee of \$12.50 to design the cards.

There is no minimum quantity for business cards

The price is \$6.00 per 100 cards. There are 400 cards in a box.

If there are any changes to the cards after the initial printing, the \$12.50 setup fee may apply again.

# CARBONLESS FORMS

Prices include printing and gluing

	BLACK	COLOR
2 Part Pre-Collated	\$0.27 per set	\$0.47 per set
3 Part Pre-Collated	\$0.38 per set	\$0.68 per set
4 Part Pre-Collated	\$0.49 per set	\$0.89 per set
5 Part Pre-Collated	\$0.60 per set	\$1.10 per set

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## BINDING

### Tape Binding

**Small** \$0.75    **Medium** \$1.00    **Large** \$1.25  
Clear Covers for Tape Binding    \$1.00 each

### Comb & Spiral Binding

Comb & Spiral up to 1/2"	\$1.00 per book
Comb & Spiral 1/2" to 1"	\$1.25 per book
Comb & Spiral 1" to 1 1/2"	\$1.75 per book
Comb & Spiral 1 1/2" & Up	\$2.00 per book

Clear covers for Comb & Spiral Binding \$1.00 each

Comb & Spiral prices only include binding

Punching will be charged at \$.01 per sheet when printing

Manual punching will be charged at \$.02 per sheet

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## INSERTING

Machine inserting will be charged at \$0.05 each for 1 piece folded and inserted into a #10 envelope. Additional pieces inserted into the same envelope will be charged at \$0.01 per piece.

Example: 3 pieces inserted into a #10 envelope would be \$0.07

Inserting by hand will be charged at \$0.03 per piece plus \$0.03 for sealing. So to hand insert and seal a 4 piece mailing the would cost would be \$0.15 per completed/sealed envelope.

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## FOLDING

Machine folding will be charged at the flat rate of \$5.00 per 1000 sheets with a minimum \$5.00 charge.

Any folding requires being done by hand will be charged at \$0.05 per fold.

## BOOKLET & SADDLE STITCHING

Booklet Making with or without staples is a flat \$0.10 per book.

Face trimming is included.

If the booklet requires a bleed (printing off the edge of the paper), there will be an additional \$0.10 per book to trim both the top and bottom of the book.

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## LAMINATING

Laminate a 8.5 x 11 sheet	\$1.00
Laminate a 11 x 17 sheet	\$1.50
Laminate a Business Card	\$0.25
Laminate a 4 x 6	\$0.50

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## PADS/TABLETS

\$0.15 per pad. Includes cardboard back and gluing.

Printing is extra

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## TABBING (Wafer Seals for Mailing)

Each wafer is \$0.03 and includes application.

Example: 2 wafers on one mail piece would be charged \$0.06

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## CUTTING

Cutting on the guillotine is \$1.00 per cut.

The number of cuts is determined by the paper stock. 500 sheets of cardstock is much thicker than 500 sheets of copy paper. These charges are for stacks of paper only and do not apply to trimming books etc.

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## DUPLO

Pricing for the Duplo Cutter, Creaser, Slitter is \$0.02 per action per sheet with a minimum \$5.00 charge.

Example: A sheet requiring a cut, slice and crease would be charged at \$0.06 per sheet.

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## SCHEDULE CARDS

Athletic Sports Schedule Cards are \$0.05 each.

This includes 2 sided color printing on 100lb cardstock and cutting.



# HOLE PUNCHING, COMB & SPIRAL PUNCHING

Our machines can punch 2 or 3 holes as the prints are made. An additional charge of \$0.01 per sheet will apply when printing. If manual hole punching is needed, an additional charge of \$0.02 per sheet applies.

Comb and Spiral punching is also available on our production printers at an additional charge of \$0.01 per sheet.

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## COLLATING

Our printers collate as they print. There is no additional charge for collating while printing on the machines.

Hand collating will be charged at \$0.03 per item/pile

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## ADDRESSING

Campus Labels (No Application) \$0.01 each

Campus Labels (Incl. Application) \$0.05 each

### **Addresses Printed Directly On an Envelope**

First Class Mail up to 6" x 9" \$0.03 each

Presorted First Class Mail up to 6" x 9" \$0.04 each

Non Profit Mail up to 6" x 9" \$0.04 each

For larger than 6" x 9" add \$0.01 per piece.

There is a \$5.00 minimum for addressing U.S. Mail.

There is a 200 piece minimum for First Class and an 1000 piece minimum for any discounted mailing using an indicia.

There is a \$35.00 fee for processing mailing lists being used for Presorted or Non-Profit mail.

First-Class Mail  
U.S. Postage  
**PAID**  
Permit 108  
Easton, PA

If we are able to address the envelope or card at the same time we print it, we will waive the addressing charge. (We can only do this on First Class Mail, and not on discounted mailings.) Lists must be in Excel format with each column identified by name. Each address field must be in a separate column with all foreign addresses at the beginning of each list and not mixed in with the domestic addresses. We will not make any changes to the lists

**We do not hand addresses envelopes or apply postage stamps**

# BUTTON MAKING

2 1/4" Button	\$1.00 each
2 1/4" Key Chain	\$1.50 each
2 1/4" Button Magnet	\$3.00 each

Prices include color or black and white printing and assembly.

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## SCANNING

Printing & Copy Services offers digital scanning. We can scan your documents to PDF's and save them on a flash drive for you. We do not scan from bound books. This service is provided on a limited basis depending on our workload and staffing availability. Scanning will be charged on an hourly basis at \$30.00 per hour with a \$12.50 minimum.

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## FAX SERVICE

Fax service is available to all staff and students during working hours. Faxes will be charged at the following rates:

Within the Continental United States: \$1.00 for the call and \$1.00 for each page. We will provide a cover page at no additional cost if needed.

Outside the Continental United States: \$3.00 for the call and \$1.00 for each additional page. We will provide a cover page at no additional cost if needed.

We will not be responsible for faxes received without any way to identify the recipient.