

Print Services' Pricing and Payment Options

There are two ways to pay for a job at Print Services. If you're a member of a department, you can charge a job to your department's account number. If you belong to a student organization, you need to get a permission slip from Student Life and Leadership before you can charge a job to your organization. We cannot charge a student account for prints or copies (we hope to provide this service in the future). Personal jobs can be paid for with cash or a check.

Below is a pricing guide for various services.

Black & White Printing and Copying

(These prices are per side)

	8 1/2 x 11	8 1/2 x 14	11 x 17
White Paper	\$0.034	\$0.037	\$0.045
Pastel	\$0.037	\$0.04	\$0.05
Bright	\$0.045		
3 hole punch	\$0.04		
HWS Letterhead	\$0.045		
Second Sheets (Bond)	\$0.045		
White Cardstock	\$0.06		\$0.08
Pastel	\$0.06		
Bright	\$0.07		
Paper furnished by customer	\$0.02	\$0.025	\$0.03
Transparencies	\$0.50		

Color Printing and Copying

	8 1/2 x 11		8 1/2 x 14	11 x 17	
	28 lb. Premium paper	Cardstock	28 lb. Premium paper	28 lb. Premium paper	Cardstock
1-49 copies	\$0.65	\$0.79	\$0.70	\$0.75	\$0.85
25-50				\$0.67	\$0.77
50-99	\$0.53	\$0.59	\$0.62	\$0.58	\$0.68
100+	\$0.40	\$0.47	\$0.44	\$0.47	\$0.57
		(2nd side \$.40)			
Transparencies	\$1.00				
B&W on Color Copier	\$0.06		\$0.08	\$0.10	

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Wide Format Color Printing and Finishing

Up to 42" wide by as long as you like!

Matte Finish	\$2.25 per sq.ft.
Photo Gloss	\$3.00 per sq.ft.
Canvas	\$6.00 per sq.ft.

Foam Core Mount with Laminate

24" x 36"	\$18.00
36" x 48"	\$35.00

Wide Format Laminating

5 Mil. Thick

Up to 42" wide by as long as you like!

\$1.00 per sq. ft.

Pouch Laminating

5 Mil. Thick

Size	Price
3 3/4 x 2 1/4	0.25
8 1/2 x 11	1.00
8 1/2 x 14	1.50
11 x 17	2.00

Finishing

GBC Plastic Comb Binding

\$.65 to \$2.00 - 1/4" to 2" comb binding

Folding

\$.006 per sheet*

Machine can fold 8 1/2 x 11, 8 1/2 x 14, and 11x17

Options for this include:

Letterfold (tri-fold) Can be folded with header in or, header out so it can be shown.

Half Fold

Z Fold

* Hand folding - \$.01 per sheet

Cutting

\$.006 per cut

Stapling

There is no charge for automatic stapling, which is done by the copy machine and can consist of up to two staples per packet. If manual stapling is necessary, there will be a \$.01 charge per staple.

Collating

\$.006 per sheet