

# RWU Mail & Copy Center Pricing

## Black & White Prints – (8.5X11 paper only)

- 1 sided on white paper are .06¢ per print (pp)
- 2 sided on white paper are .09¢ pp
- Stapling, three-hole punching, and GBC binding add .04¢ pp for one finish; and .05¢ pp for two. **Please Note:** There is a \$5.00 minimum
- Black & White printing on 11X17 is .15¢ pp
- Black & White printing on legal 8.5X14 is .12¢ pp

## Color Printing

- 8.5X11 color printing is by the print – not page
  - 1-99 prints are .55¢ pp; 100-250 prints are .37¢ pp; 251-499 prints are .32¢ pp; 500-999 prints are .29¢ pp; 1000+ prints are .25¢ pp
- 8.5X14 & 11X17
  - 1-99 are .70¢ pp; 100-249 are .61¢ pp; 250 are .50¢ pp; 251-999 are .44¢ pp 500-1000+ are .32¢ pp

## Color Paper

- Black & White one-sided .04¢ pp; two-sided .03¢ pp
- Astrobright color paper one-sided .05¢ pp; two-sided .04¢ pp – **Please Note:** we may have to order the paper which will delay the copy job by 24-48 hours.
- Color paper with color printing will include the price of the color paper

## Cardstock

- Regular color cardstock is .10¢ per sheet
- 60lb cardstock is .10¢ per sheet
- 80lb & 100lb white is .08¢ per sheet (8.5X11)
- Regular 11X17 white cardstock is .16¢ per sheet
- Classic Crest Cardstock is .20¢ per sheet (not including printing costs)
- All glossy cardstock 8.5X11 is .14¢ per sheet
- All glossy cardstock 11X17 is .28¢ per sheet

## GBC Binding

- Thickness of the binding – range in price \$2.50 to \$7.00 per book (based on thickness), this includes plastic covers.

**Please Note:** We may have to order specific supplies which will delay the copy job by 24-72 hours. Additionally, some jobs will have to be outsourced which will take longer.

## Programs & Booklets

- There is a .25¢ per booklet charge for folding and stapling.

## Folding

- Flat rate of \$5.00 for up to 500 sheets

## Laminates

- \$1.40 per page

## Cutting

- .70¢ per cut
- Cutting book binding is \$1.00 per book
- Minimum charge is \$4.00

## Scanning Documents

- .50¢ per page if scanning 1-10 pages
- .40¢ per page if scanning 11-25 pages
- .25¢ per page if scanning 26-100 pages
- .20¢ per page for 100+ pages

## Copy Services – Important Reminders

Please be sure to complete a [Copy Request Form](#)

Please email us your file as an attachment. We cannot access Google Docs, university network drives, or thumb drives to get files for printing.