

SBTS Production Services Price List

B&W Printing / Copying

{finish work included: staple, booklet, stretch wrap, rubber band}

Paper Size/Type	Retail	
	white	color
Letter/Legal (8.5x11; 8.5x14)	\$0.08	\$0.10
Premium Papers (8.5x11)	\$0.09	
Ledger (11x17)	\$0.16	\$0.18
12x18 32 lb Text	\$0.20	
Standard and Premium Cover/Cardstock – Letter	\$0.15	\$0.17
Standard and Premium Cover/Cardstock – 11x17	\$0.30	\$0.32
Cardstock (80 lb) - 12x18	\$0.35	
Vellum- any size	\$0.14	\$0.16
Parchment- any size	\$0.14	
Fiber- any size	\$0.18	\$0.20
Transparencies	\$0.75	

Finish Work

	Retail
Coil bind	\$2.50
Comb bind	\$2.00
Glue bind	\$1.50
Special Covers	\$1.00 / set of 2
Glue Padding (w / chipboard)	\$0.50 / set
Hand folding	\$0.10
Machine folding	\$0.03 / piece
Hand stapling & collating	\$0.05 / unit
Notepads	\$4.50 / small set of 4 \$7.75 / large set of 4
Perforation	\$0.03 / sheet
Booklets over 15 pages	\$0.05 / sheet

Laminating

	Retail
Business card	\$0.50
Name tag	\$0.50
Name tag w/ clip	\$0.75
Index card	\$0.50
Photo	\$0.75
Letter	\$1.00
Ledger	\$2.00

NCR (per 100 finished sets)

	Retail
x-part	
2-part	\$25.25
3-part	\$39.54
4-part	\$52.62
5-part	\$66.20
custom	Paper (any size or color)
x-part	\$19.30 x per-part choice

Other Services

	Retail
scanning (loose pages)	1-50 sheets — \$1.00; 50+ sheets — \$2.00
scanning (books)	\$1.00 per 10 pages
cut	\$0.25 per cut
fold by hand	\$0.10 per sheet
folding machine	\$0.03 per sheet
cardstock (8.5x11)	\$0.08 per sheet
chipboard	\$0.20 per sheet
colored paper	\$0.04 per sheet
customer provides paper	\$0.07 per sheet
delivery charge (dissertations)	\$2.50

Full Color Printing / Copying

Paper Thickness

Quantity

Retail Price

TEXT WEIGHT (20-50 lb)	Letter (8.5x11, 8.5x14)	
	1-50	\$0.75
	60-100	\$0.60
	125-250	\$0.50
	300-500	\$0.40**
	600-5000	\$0.30
	Ledger (11x17)	
	1-50	\$1.50
	60-100	\$1.20
	125-250	\$1.00
300-500	\$0.80	
600-5000	\$0.60	
12x18		
1-50	\$1.55	
60-100	\$1.25	
125-250	\$1.05	
300-500	\$0.85	
600-5000	\$0.65	

COVER WEIGHT (60-80 lb)	Letter (8.5x11, 8.5x14)	
	1-50	\$0.80
	60-100	\$0.65
	125-250	\$0.55
	300-500	\$0.45
	600-5000	\$0.35
	Ledger (11x17)	
	1-50	\$1.60
	60-100	\$1.30
	125-250	\$1.10
300-500	\$0.90	
600-5000	\$0.70	
12x18		
1-50	\$1.65	
60-100	\$1.35	
125-250	\$1.15	
300-500	\$0.95	
600-5000	\$0.75	

**Full color on 8.5x11 standard copier paper = \$0.45.
If customer provides their own 8.5x11 paper = \$0.45.
100# paper 11x17 retail price = + \$0.05