

Price List

Graphics Services / Copy Center June 2016

Basic Rates for B/W Copies

8.5 x 11 – includes 20# white and color paper.045¢ copy
8.5 x 14 – includes 20# white paper.055¢ copy
11 x 17 – includes 60# white paper065¢ copy
Clear Transparency.50¢ each

Basic Rates for Color Copies

8.5 x 11 – includes any weight paper.	40¢ / copy (200-500 -.25¢ / copy; over 500 -.15¢ / copy)
11 x 17 – includes any weight paper.	60¢ / copy (200-500 -.50¢ / copy; over 500 -.35¢ / copy)
12 x 18 – includes any weight paper.	80¢ / copy (200-500 -.60¢ / copy; over 500 -.45¢ / copy)
Color Transparency	\$1.00 each

Basic Rates for B/W Copies on Cardstock & Other Paper

8.5 x 11.045¢ copy + cost of paper
8.5 x 14.055¢ copy + cost of paper
11 x 17.065¢ copy + cost of paper
Certificates (8.5 x 11).25¢ each (over 50 -.20¢ each)

Standard Printed Products

SRJC Business Cards	\$12 / box of 200; each additional 200 - \$6
SRJC Letterhead.	\$50 / box of 500
SRJC Envelopes	\$143 / box of 500
SRJC Note cards with logo (scored) and plain matching envelopes.	\$10 / pkg of 25
SRJC Student ID cards.	\$11.00 / box of 500
Postcards (2 sided / Color / Up to 5" x 7").	20¢ each (200-500 -.15¢ each; over 500 -.10¢ each)
Rackcards (2 sided / Color / Up to 3.6" x 8.5").	15¢ each (200-500 -.10¢ each; over 500 -.08¢ each)
B & W #10 Regular.	\$63 / box of 500
B & W #10 Window.	\$66 / box of 500
9 x 12 Catalog envelope	\$115 / box of 500
10 x 13 Catalog envelope.	\$120 / box of 500
Scratch pads.	1/4 sheet .20¢ each; 1/2 sheet .40¢ each
Scratch paper.	Free, when available
Graphics Services & Copy Center pre printed 2-part work order form.	Free

Basic Rates for Carbonless / NCR - Includes Impression Charge

2 part (legal size 8.5" x 14")21¢ per set (over 500 sets, .19¢ per set)
2 part17¢ per set (over 500 sets, .15¢ per set)
3 part19¢ per set (over 500 sets, .17¢ per set)
4 part21¢ per set (over 500 sets, .19¢ per set)
5 part25¢ per set (over 500 sets, .23¢ per set)
(Additional charge for 2 sided forms)	

Price List

Bindery Services

Bindery

Cutting	\$1.00 (minimum charge) to \$60/hour
2 or 3-hole drill50¢ (minimum charge) to \$60/hour
Collate by hand	\$60/hour
Fold by machine.	\$5.00 - \$10 set-up + .01¢ sheet
Fold by hand	\$60/hour
Staple, in-line on copier01¢ staple
Staple by hand	\$60/hour
Shrink Wrap.50¢ each
Padding (new or provided paper).	\$4 set-up + .10¢ pad

Coil Binding (black and clear)

Acetate clear cover	40¢ each
Black card stock cover.	15¢ each
8mm, 30 sheets.	\$1.20 book
10-12mm, 70 sheets.	\$1.25 book
14-16mm, 120 sheets.	\$1.35 book
18mm, 140 sheets.	\$1.40 book
20mm, 160 sheets.	\$1.50 book
25mm, 190 sheets.	\$1.65 book
35mm, 260 sheets.	\$1.75 book
40mm, 330 sheets.	\$2.50 book
50mm, 390 sheets.	\$3.00 book

Special Handling & Services

Tabs (5 tabs per bank). \$5 per bank Set Up fee - \$1 per bank, or partial bank, per book.
(Partial banks billed as full bank. Set Up fee is a one time charge until changes are made to your job.)

Courier Service

Monday – Friday Mornings and Afternoons

Courier service is provided to campus service centers and most department offices. The courier also drops jobs for Petaluma Campus and Public Safety Training Center couriers at Bailey Hall in the morning. Special deliveries may be made by arrangement.

Note: Courier Service may add 12–24 hours to turnaround time. Many customers prefer to pickup their own orders.

Turnaround Time:

For FASTER service please submit a Work Order and Electronic files through our SRJC website, Search 'Copy Center' and follow the 'How to Order' link. PDF files preferred but

1–2 working days for most copy work and quick printing; 2–3 weeks for Bookstore Orders and more complex printing orders.

Design, typesetting, proofs, printing, and special paper orders at least 5-7 days.

Please ask staff for realistic turnaround for long and complex jobs.

Work is done on a first come first-serve basis and "rush orders" may incur a rush charge.

We will try to accomodate your deadline. Plan ahead!

Design, Editing & Proofreading - Free! Contact Jesse Hilsenrad @ jhilsenrad@santarosa.edu or 535-3701

Location, Telephone Number & Hours of Operation

Copy Center/Graphics Services, Analy Village Building A, Phone: 527–4697, M–F 8:00 AM – 5:00 PM (closed 12-1)
- Closed Friday during the summer semester.