

Price List

Graphics Services / Copy Center 3/2020

Basic Rates for B/W Copies

8.5 x 11 – includes 20# white and color paper.	5¢ per side
8.5 x 14 – includes 20# white paper.	6¢ per side
11 x 17 – includes 20# white paper	7¢ per side

Basic Rates for Color Copies

8.5 x 11 – text or cover weight paper.	45¢ per copy (200-500 -30¢ / copy)
11 x 17 – text or cover weight paper.	65¢ per copy (200-500 -55¢ / copy)
12 x 18 – text or cover weight paper.	85¢ per copy (200-500 -65¢ / copy)

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

8.5 x 11.	5¢ per side + cost of paper
8.5 x 14.	6¢ per side + cost of paper
11 x 17.	7¢ per side + cost of paper
Certificate paper (8.5 x 11).	50¢ each (over 200 -35¢ each)

Standard Printed Products

SRJC Business Cards	\$15 / box of 200; each additional 200 - \$7
SRJC Letterhead.	\$55 per box of 500
SRJC Envelopes	\$145 per box of 500
SRJC Note cards with logo (flat - scored) and plain matching envelopes	\$10 / pkg of 25
SRJC Student ID cards.	White \$5.50 / box of 200 - Orange \$6.50 / box of 200
Postcards (2 sided / Color / Up to 5" x 7").	25¢ each (200-500 -20¢ each; over 500 -20¢ each)
Rackcards (2 sided / Color / Up to 3.6" x 8.5").	20¢ each (200-500 -15¢ each; over 500 -15¢ each)
#6 1/4-6 3/4 Regular/Window envelopes.	Quote
#9 Regular/Window envelopes.	Quote
#10 Regular/Window envelopes.	Quote
Catalog/Booklet envelopes.	Quote
Scratch pads.	Free, when available with random paper/size: \$.25 each for 50 white 1/4 sheets
Scratch paper.	Free, when available

Basic Rates for Carbonless / NCR (1 sided, Includes Impression Charge)

2 part Legal (8.5" x 14").	35¢ per set (over 500 sets, 33¢ per set)
2 part Letter (8.5" x 11")	30¢ per set (over 500 sets, 28¢ per set)
3 part Letter (8.5" x 11")	40¢ per set (over 500 sets, 38¢ per set)
4 part Letter (8.5" x 11")	55¢ per set (over 500 sets, 53¢ per set)

(Additional charge for 2 sided forms 5¢ per page)

Price List

Bindery Services

Bindery

Cutting	\$1.25 (minimum charge) to \$75/hour
2 or 3-hole drill/machine.	\$1.25 (minimum charge) to \$75/hour
Collate by hand	\$75/hour
Fold by machine.	\$5.00 set-up + 2¢ sheet
Fold / Coil Bind by hand	\$75/hour
Staple, in-line on copier	1¢ per staple
Staple by hand	\$75/hour
Padding (new or provided paper).	\$5 set-up + 15¢ pad

Coil Binding

Acetate clear cover	50¢ each
Black card stock cover.	20¢ each
8mm, 30 sheets.	\$1.35 book
10-12mm, 70 sheets.	\$1.40 book
14-16mm, 120 sheets.	\$1.50 book
18mm, 140 sheets.	\$1.60 book
20mm, 160 sheets.	\$1.75 book
25mm, 190 sheets.	\$2.00 book
35mm, 260 sheets.	\$2.50 book
40mm, 330 sheets.	\$3.50 book
50mm, 390 sheets.	\$4.50 book

Tabs

Tabs (5 tabs per bank). \$5 per bank Set Up fee - \$1.25 per bank, or partial bank, per book.
(Partial banks are billed as a full bank. Set Up fee is a one time charge until changes are made to your job.)

Courier Service

Monday and Wednesday morning deliveries.

Courier service is provided to campus service centers by the Warehouse on Monday and Wednesday mornings ONLY. The courier also drops jobs for the Petaluma Campus and Public Safety Training Center couriers at Bailey Hall mail room for pick up by their couriers. Special deliveries may be made by arrangement with the Warehouse. The courier only picks up from the Bailey Hall mailbox on Monday and Wednesday morning. There are no departmental pick ups.

Note: Courier Service may add 48-72 hours to turnaround time. Many customers prefer to pickup their own orders.

Turnaround Time:

For FASTER SERVICE please submit a Work Order and Electronic PDF files through our SRJC website, printgraphics@santarosa.edu

Search 'Copy Center' and follow the 'How to Order' link. Send PDF files ONLY.

PRINT QUALITY is greatly improved if files are submitted electronically.

- 2-7 working days for most copy work and 1-3 weeks for Bookstore Orders and more complex orders.
- Design, typesetting, proofs, printing, and special paper orders at least 5-7 days.
- Please ask staff for a realistic turnaround time for long and complex jobs.

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 Fridays during the summer semester.