

**Copy Center Price List for the University of Mary Washington**

updated 4/06

| <b>Paper</b>                           | <b>Faculty Price</b> |                      |
|--|----------------------|----------------------|
| <b>Regular Weight</b>                  |                      |                      |
| White 8.5x11 20#                       | \$0.035              |                      |
| White 8.5x14 20#                       | \$0.035              |                      |
| White 11x17 20#                        | \$0.07               |                      |
| Client Provided Stock ( per side )     | \$0.035              |                      |
|  |                      |                      |
| Pastel 8.5x11 20#                      | \$0.04               |                      |
| Pastel 8.5x14 20#                      | \$0.04               |                      |
| Pastel 11x17 20#                       | \$0.07               |                      |
|  |                      |                      |
| White & Cream 8.5x11 24#               | \$0.05               |                      |
| White & Cream 11x17 24#                | \$0.10               |                      |
| Brights 8.5x11 24#                     | \$0.05               |                      |
| Brights 11x17 24#                      | \$0.10               |                      |
|  |                      |                      |
| <b>Heavy Stock (Index &amp; Cover)</b> |                      |                      |
| White 8.5x11 65# cardstock             | \$0.05               | time cards only      |
| Ultra 8.5x11 65# cardstock             | \$0.05               |                      |
| White & Pastel 90# Index               | \$0.05               |                      |
|  |                      |                      |
| <b>Specialty Papers</b>                |                      |                      |
| Parchment 8.5x11                       | \$0.05               |                      |
| sparkle, clouds, flecks                | \$0.08               |                      |
|  |                      |                      |
| Invitation Stock 8.5x11 24#            | \$0.20               |                      |
| ParkAvenue Envelopes                   | \$0.15               | Box of 250 = \$37.00 |
|  |                      |                      |
| Generic MWC Letterhead                 | \$0.05               |                      |
| Generic MWC Envelopes                  | \$0.07               | Box of 500 = \$35.00 |
|  |                      |                      |
| <b>Color Copies</b>                    |                      |                      |
| Set up fee for altering color image    | \$1.00               |                      |
| 8 1/2x 11, reg white & glossy          | \$0.25               |                      |
| 11x17, crdstk & Specialty              | \$0.45               |                      |
| <b>Photo Paper</b>                     |                      |                      |
| 8 1/2x 11 (2 up 4x6)                   | \$0.70               |                      |
| 8x10                                   | \$2.00               |                      |
|  |                      |                      |
| <b>RISO Pricing</b>                    |                      |                      |
| Client provided stock (per side)       | \$0.05               |                      |
| 2-part NCR Carbonless forms            | \$0.05               | inc. paper           |
| 3-part NCR Carbonless forms            | \$0.05               | inc. paper           |
| 4-part NCR Carbonless forms            | \$0.05               | inc. paper           |
| 20# 8.5x11                             | \$0.05               | inc. paper           |
| 20# 11x17                              | \$0.10               | inc. paper           |
| 24# 8.5 x11                            | \$0.07               | inc. paper           |
| 24# 11x17                              | \$0.14               | inc. paper           |
| 90# Index 8.5x11                       | \$0.06               | inc. paper           |
| Invitation Stock                       | \$0.20               | inc. paper           |

\$2.00 for each master under 200 copies

| <b>Specialty Items</b>              | <b>Faculty Price</b>                                    |                     |
|-------------------------------------|---|---------------------|
| <b>Wafer Seals, Applied</b>         | \$4.00/per 100  |                     |
| <b>Wafer Seals</b>                  | \$2.00/per 100  |                     |
| <b>Tabs</b>                         | \$0.30  |                     |
|                                     |   |                     |
| <b>Staples</b>                      | \$0.01  |                     |
| <b>Saddle Stitch - each book</b>    | \$.01 each staple                                       |                     |
| <b>Shrink Wrap</b>                  | \$2.00 for 25 books                                     |                     |
|                                     |   |                     |
| <b>Transparencies</b>               | \$0.35  |                     |
|                                     |   |                     |
| <b>Labels</b>                       | \$0.45  |                     |
|                                     |   |                     |
| <b>Laminating</b>                   |   |                     |
| 8.5x11                              | \$0.50  |                     |
| 8.5x14                              | \$0.75  |                     |
| 11x17                               | \$1.00  |                     |
|                                     |   |                     |
| <b>GBC only</b>                     | \$0.50  |                     |
| <b>GBC with one clear cover</b>     | \$0.75  |                     |
|                                     |   |                     |
| <b>Scanning</b>                     |   |                     |
| with free email                     | \$.10 each page   |                     |
| with CD                             | \$.10 each page, + \$1.75 for CD                        |                     |
|                                     |   |                     |
| <b>Shredding Service</b>            | 1st inch free; call for price quote for larger volumes. |                     |
| <b>Folding</b>                      | N/C   |                     |
| <b>Inserting</b>                    | N/C   |                     |
| <b>3 Hole Punch</b>                 | N/C   |                     |
| <b>Cutting</b>                      | N/C   |                     |
|                                     |   |                     |
| <b>Personalized Stationery</b>      | See retail Prices                                       | <b>Retail Price</b> |
| 20 notepads & 20 envelopes~w/stamps |   | \$10.00~ w/\$18.00  |
| 1 pad & 20 envelopes~w/stamps       |   | \$10.00~ w/\$18.00  |
|                                     |   |                     |
| <b>Fax Service - per page</b>       |   |                     |
| Incoming                            | \$0.05  |                     |
| Outgoing - Local                    | n/c   |                     |
| Outgoing - United States            | \$0.25  |                     |
| Outgoing - International            | \$0.50  |                     |
|                                     |   |                     |