

digital printing

Total # of prints	8.5x11		11x17, 12x18, 13x19	
	Black	Color	Black	Color
1-99	.10	.45	.15	.68
100-199	.09	.40	.14	.65
200-499	.09	.35	.14	.60
500-699	.08	.35	.13	.55
700-999	.08	.30	.13	.50
1000-1999	.06	.25	.11	.45
2000-4999	.05	.20	.10	.25
5000+	.04	.13	.08	.15

paper

Weight	Paper	SINGLE SHEETS			REAM		
		8.5x11	11x17	12x18	13x19	8.5x11	11x17
20#	White (included with printing)	.02	.04			5.50	13.00
20#	White - case	55.00					
20#	Colors	.02	.05			10.00	24.00
60#	White (included w/color prntg)	.03	.06	.07		14.00	29.00
60#	Colors	.04	.07			19.00	34.50
60#	Brights	.05	.08			24.50	39.50
70#	White	.05				19.00	--
70#	Colors	.06				19.00	--

TEXT - Special

24/60#	Watermarked-Letterhead	.09				44.00	
28/70#	White		.10	.15			45.00
60#	Parchment	.08	.16			39.00	--
70#	Linen	.08	.16			39.00	--
70#	Royal Fiber	.08	.16			39.00	79.00
100#	Gloss	.05	.10	.15	.20	24.50	49.00

COVER - Special

65#	White	.05	.10			12.00	24.00
65#	Colors	.07	.14			17.00	34.00
65#	Brights	.08	.17			19.50	42.00
65#	Parchment	.13	.26			31.50	61.00
80#	Linen	.13	.26			31.50	61.00
80#	Royal Fiber	.13	.26			31.50	61.00
80#	Cover	.08	.16	.20	.32	19.50	39.00
80#	2 side Gloss	.08	.16	.22	.32	19.50	39.00
100#	White	.10	.21	.23		24.00	52.00
10 pt	1 side Super Gloss	.13	.26	.32	(limited availability)		

bindery

Mailing Tabs (each) _____ .015

Cut (per cut) _____ .50

per 100 sheets card stock
per 200 sheets lighter stock
Soft Spine book 1.00
Hard Cover book 2.00

Laminating

8.5x11 2.00
11x17 3.00
each add'l inch25
hand trim (per side)05

Wrap (if requested each) _ .50

Machine

Punch (per sheet)002
Fold (per sheet)015
Staple (each)01
Tab (per pass-incls tab) . .015

Hand

Collate (per sheet)05
Fold (per sheet)05
Staple (each)05
Score (each)05
Tab (per tab-includes tab) .05
Trim (per cut)05
Tile 12.00

Specialty Machine

Set-up \$12.00 on each
Drill (each drop)50
Book Collator (per sheet) .01
Number (per sheet)02
Perforate (per sheet)02
Score (per sheet)02
Padding (chipboard extra)
per pad10
per inch scrap paper25

specialty items

Chipboard (8.5x11 or 9x11)10
Black Leatherette Cover (8.5x11)50
Clear Sheet Cover (8.5 x 11)25
Divider Tabs (white, 5 per set).....	1.50
Labels (blank, per sheet)	
Circle50
Address 30 up50
Mailer 4 up30
Mailer 6 up50
Full 8.5 x 11 sheet.....	.50
Envelopes - Blank, each	
5 1/2 Bar/A2s, 6 Bar/A6s, plain white10
5 1/2 Bar/A2s, 6 Bar/A6s, special color/paper.....	.20
#10.....	.15
Peel 'n' Seal.....	.25
Grad Announcements	
Card only60
Card and envelope.....	.75
Notecards	
1 sided color, with envelope.....	.60
2 sided color, with envelope.....	.90
NCR - Carbonless Paper (stock price only)	
2 and 3 part.....	.06
4 part08
5 part09
8.5x14.....	.08
Card14
padding @ \$1.00/1000 sheets + \$12.00 setup	
Grad catalogs cut/bind	4.50
Laminate covers.....	2.40

miscellaneous items

Scanning (from book)50 each
Scanning (loose sheets)05/sheet
Resumés (includes white watermark paper)10 each
Headshots (includes white gloss cover stock)	1.00 each

binding

comb/coil Qty	SMALL 1-50 pgs	MEDIUM 50-75 pgs	LARGE 75+ pgs
1-99.....	2.50	3.00	3.50
100-500.....	2.00	2.50	3.00

Higher quantities may be printed on -campus

perfect Qty	SMALL 1-50 pgs	MEDIUM 50-75 pgs	LARGE 75+ pgs
1-99.....	3.00	4.00	5.00
100-500.....	1.50	1.75	2.00

Higher quantities may be printed on -campus

business cards

Business cards are printed in multiples of 24. Quantities and prices apply to individual names. Grad Asst cards must be ordered by dept. Student cards .25 each - NO WIU logos

Qty	Total	\$ Per Card
24.....	12.00	.500
48.....	14.28	.298
72.....	16.57	.230
96.....	18.85	.196
120.....	21.14	.176
144.....	23.42	.163
168.....	25.71	.153
192.....	27.99	.146
216.....	30.27	.140
240.....	32.56	.136
264.....	34.84	.132
288.....	37.13	.129
312.....	39.41	.126
336.....	41.70	.124
360.....	43.98	.122
384.....	46.27	.120
408.....	48.55	.119
432.....	50.83	.118
456.....	53.12	.116
480.....	55.40	.115
504.....	57.69	.114
528.....	59.97	.114
552.....	62.26	.113
576.....	64.54	.112
600.....	66.82	.111
624.....	69.11	.111
648.....	71.39	.110
672.....	73.68	.110
696.....	75.96	.109
720.....	78.25	.109
744.....	80.53	.108
768.....	82.81	.108
792.....	85.10	.107
816.....	87.38	.107
840.....	89.67	.107
864.....	91.95	.106
888.....	94.24	.106
912.....	96.52	.106
936.....	98.80	.106
960.....	101.09	.105
984.....	103.37	.105
1008.....	105.66	.105

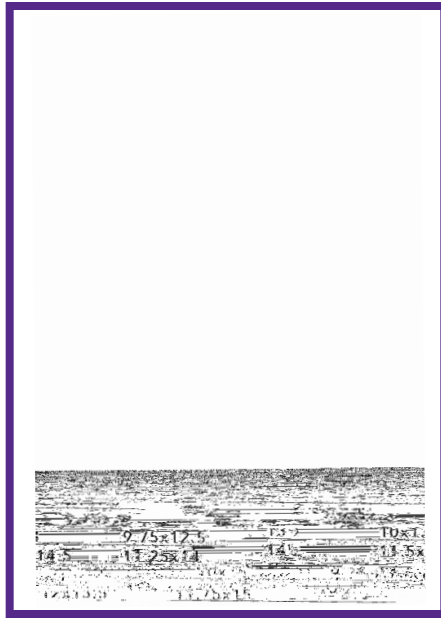
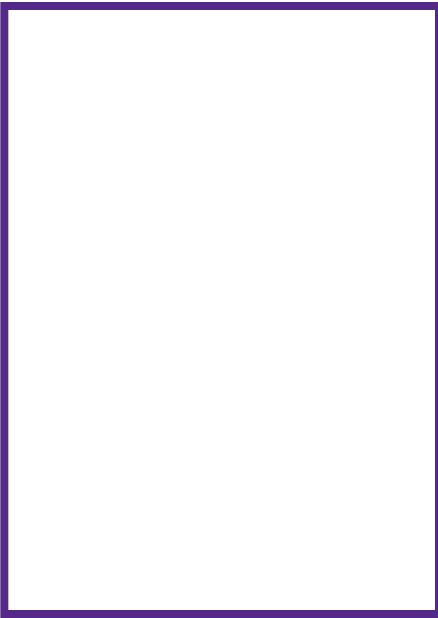
premail services

Item	Set up	Per Address Charge
Address Verification	12.00 +	
on/o campus03
Letter Setup	16.00	
(includes upper to mixed conversion, proofing, merge field setup and test)		
Print letter	current printing price	
Print Address on pre-printed piece		
(pre-printed postcard, self-mailer)04
Envelope Merge Setup	12.00 plus	
Delivery Address B/W05
Return Address05 black .12 color
Labels		
Label Merge Setup.....	12.00 plus	
Stock.....	.50 per sheet	
Barcoded delivery address.....	.05	
Scan Signature.....	current scan price	
Machine Finishing Services		
Stu ng (includes folding)02/piece
Fold.....		.01/piece
Tab (includes tab).....		.015/tab
Hand Finishing Services		
Stu ng05/piece
Fold.....		.05/piece
Tab (includes tab).....		.065/tab
Apply labels.....		.10/label
File "finessing"		
Format change only.....		.02/per address
Manual check/modify	48.00/hour, min \$24	

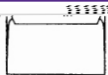
departmental spotlights

Color both sides, 100# Cover Stock.....Pricing Varies by Quantity

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BOOKLET (machinable)



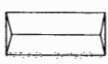
3	4.75x6.5	4.5x6	
8.875	5.5x8.375	6	5.75x
	5.75x8.5	6.5	6x9
	5.25x9	6.5	6x9.5
8.75x11.5	7.25x10	7.5	7.5
8.75x11.5	8.5x11	9	
9.5x12.25	8.75x11.5	9.5	
9.5x12.25	9.25x12.25	10	
10x13	9.75x12.5	13	1

SQUARE




SIZE	ENCLOSURE	TYPE	5
8	8x8	7.75x7.75	
8	8.5x8.5	8.25x8.25	
9	9x9	8.75x8.75	
9.5	9.5x9.5	9.25x9.25	
13.5	13.5x13.5	13.25x13.25	

8.375	8	3.625x8.625	3.5
		3.75x8.75	3.5
	monarch	3.875x7.5	3.75x7.25
5	9	3.875x8.875	3.75x8.62
	10	4.125x9.5	4x9.25
12.5	11	4.5x10.375	4.25x10
10.75	12	4.75x11	4.5x
11.25	14	5x11.5	4.75



square flap

7.5x7.5	3.75x7.25	monarch SF	3.8
7.5x8.875	3.75x8.625	9 SF	3.8
7.5x9.5	4x9.25	10 SF	4



poly

9.75x12.5	13.5	10x11	
14.5	17.25x14	14	11.5x
12.4x10	11.75x14		

1000 grams	1 kilogram
1000 kilograms	1 metric ton

31.25	7/16 (1.3125)	2.7
32	3/8 (0.375)	1/2 (0.5)
32.5	1/4 (0.25)	3/8 (0.375)
33	5/16 (0.3125)	1/2 (0.5)
33.5	3/8 (0.375)	5/8 (0.625)
34	1/2 (0.5)	3/4 (0.75)
34.5	5/8 (0.625)	7/8 (0.875)
35	3/4 (0.75)	1 (1.0)
35.5	7/8 (0.875)	1 (1.0)
36	1 (1.0)	1 (1.0)

CONVERSION FORMULA

multiply by: to convert

- 25.4 millimeters to centimeters
- 2.54 centimeters to inches
- 25.4 millimeters to inches
- 1000 millimeters to meters
- 30.48 centimeters to meters
- 305 millimeters to meters
- 0.3048 meters to feet
- 3.281 meters to feet

notes