



Price List

ACETATE.....	.30
AUDIOTAPES:	
C - 60	1.25
C - 90	1.75
C - 120	2.45
BINDING MACHINE SUPPLIES:	
CLEAR or BLACK LINEN COVERS30
SPINES (ASSORTED).....	.50 - 2.00
CARDSTOCK COVERS10 - .20
THERMOBIND (ASSORTED).....	1.10 - 2.00
BLANK ITEMS	
BLANK CD/DVD CASE.....	1.00
BUSINESS CARD SHEET (10 per page).....	.50
CARDSTOCK 8.5 X 1110
CARDSTOCK 8.5 X 1415
CARDSTOCK 11 X 17.....	.20
COLORED/BRIGHT WHITE (8.5X11).....	.02
RESUME/GLOSSY PAPER (8.5X11)10
TRANSPARENCY (INKJET).....	1.00
CD'S:	
RECORDABLE MINI CD-R	4.00
RECORDABLE CD-R w/CASE.....	2.00
COLOR COPIER:	
8.5 X 11 COLOR per side*30
8.5 X 14 COLOR per side*45
11 X 17 COLOR per side*60
TRANSPARENCY COLOR.....	1.30
8.5 X 11 B/W per side*10
8.5 X 14 B/W per side*15
11 X 17 B/W per side*20
B/W TRANSPARENCIES.....	1.10
SCANNING TO USB / Email (1st page)08
SCANNING TO USB / Email (each additional).....	.04
*Bright White & Color Paper: 8.5x11 - .02 Extra	
8.5x14 - .05 Extra, 11x17 - .10 Extra	
*Cardstock /Resume /Glossy: 8.5x11 - .10 Extra	
8.5x14 - .15 Extra, 11x17 - .20 Extra	
DVD'S:	
MINI DV TAPES.....	7.50
RECORDABLE MINI DVD-R	5.00
RECORDABLE DVD-R	5.00

FAX MACHINE:		
1ST PAGE (Send or Receive).....	.50	
Each additional page25	
FLASH DRIVE		
16GB.....	15.00	
32GB.....	20.00	
INKJET PRINTING:		
COLOR 8.5 x 11 (1 SIDED) *30	
COLOR 8.5 x 11 (2 SIDED)*60	
PHOTO QUALITY 8.5 x 11	1.30	
PHOTO QUALITY 11 x 17	2.60	
COLOR TRANSPARENCY	1.30	
B/W (1 SIDED)*+.....	.10	
B/W (2 SIDED)*20	
B/W TRANSPARENCY+	1.10	
+TEXT ONLY		
*Bright White & Color Paper: 8.5x11 - .02 Extra		
*Cardstock /Resume /Glossy: 8.5x11 - .10 Extra		
LAMINATION:		
POUCH (ID SIZE)25	
POUCH (9 X 12).....	.50	
POUCH (9 X 14).....	.60	
POUCH (12 X 15).....	.70	
POUCH (12 X 18).....	.80	
ROLL 24"75/FT	
ROLL 40"	1.50/FT	
LARGE FORMAT PRINTING:		
24" PRINTER.....	.25 per inch	
24" Blank sheet per foot.....	.67	
36" PRINTER.....	.42 per inch	
36" Blank sheet per foot.....	1.00	
LASER PRINTING:		
B/W.....	PRINTSENSE	
MARKERS:.....		1.00
MINI PRINTER - PHOTO PAPER		
4 X 670	
5 X 780	
PASSPORT PHOTO (2 per page)	4.00	
Additional photo pages	1.00	
SOCS ARCHIVING		
PER DISC	5.00	

SERVICES AVAILABLE: Canvas digitizing , Large Format Printing, Audio tape to CD transfer, Binding, Business card printing, CD burning or duplication, DVD burning or duplication, Downloading images from camera, Editing images or text, Laminating, Passport photos Photocopying, Printing, SOCS Archiving, Scanning images: slides or text, VHS to DVD copying, Video digitizing and Video editing.

SERVICE PRICING POLICY

SERVICES performed by ITS personnel at No charge

Canvas digitizing & upload only - *fees associated with additional requests*

Document scanning]	= 48 hour turnaround
Image / slide scanning.....		
Audio digitizing]	= 1 week turnaround
Video digitizing.....		

SELF SERVE AT NO CHARGE (except for materials)

- Audio tape to CD
- Binding
- CD burning or duplication
- DVD burning or duplication
- Downloading images from camera
- Editing images or text
- Laminating
- Photocopying
- Printing
- Scanning images or text
- Slide scanning
- Video digitizing
- Video editing

DROP OFF SERVICE (fee)

- Audio tape to CD Transfer = \$7.00 each (CD included)
- Audio digitizing = \$5.00 per item
- Binding = additional 10% per job
- CD burn or copy = \$3.00 each (CD included) or \$1.00 to use own CD
- DVD burn or copy = \$6.00 each (DVD included) or \$2.00 to use own DVD
- Document scanning = \$2.00 per job
- Downloading images from camera = \$1.00 per job
- Editing images (other than basic) = \$1.00 per image
- Editing text (other than basic) = \$1.00 per page
- Laminating = additional 10% * per job - excessive cutting add extra 5%
- Photocopying = additional 10% * per job - excessive cutting or folding add extra 5%
- Poster creation = Starting at \$5.00
- PowerPoint presentation creation = \$1.00 1st slide and .10 each additional
- Printing = additional 10% * per job - excessive cutting add extra 5%
- Rush fee = 10% additional fee for last minute jobs
- Scanning images (includes basic edit - crop, rotate & size) = .25 per image (books, photos)
- Scanning to USB/Email with copier = .08 1st page and /.04 each additional (single sheet)
- Service fee = 10% added to all drop off jobs up to \$250.00, anything above is 5%
- Slide scanning (includes basic edit—crop, rotate & size) = .25 per slide
- Uploading Video - File transfer \$1.00 each
- VHS to DVD Transfer = \$11.00 per VHS tape (have to use our media)
- Video digitizing = \$5.00 per tape or disc
- Video editing = \$5.00 per tape or disc