

***NUMBER OF COPIES**

BLACK & WHITE COPIES	500-999	1000 and up
One Sided		
8.5 x 11 White paper	.03¢ each	.02¢ each
8.5 x 14 White paper	.04¢ each	.03¢ each
11 x 17 White paper	.05¢ each	.04¢ each
8.5 x 11 Color paper	.04¢ each	.03¢ each
8.5 x 14 Color paper	.05¢ each	.04¢ each
11 x 17 Color paper	.06¢ each	.05¢ each
BLACK & WHITE COPIES		
Double Sided		
8.5 x 11 White paper	.04¢ each	.03¢ each
8.5 x 14 White paper	.05¢ each	.04¢ each
11 x 17 White paper	.06¢ each	.05¢ each
8.5 x 11 Color paper	.05¢ each	.04¢ each
8.5 x 14 Color paper	.06¢ each	.05¢ each
11 x 17 Color paper	.07¢ each	.06¢ each
COLOR COPIES		
8.5 x 11	.35¢ each for any quantity	.60¢ double sided copies
8.5 x 14	.40¢ each for any quantity	.70¢ double sided copies
11 x 17	.50¢ each for any quantity	.80¢ double sided copies

Our staff is courteous and service-oriented. Their expertise can suggest a number of concepts on the presentation and apply it to print for the "just right" professional look as is needed for that initial business meeting or to create a positive lasting impression.

Visit us for your printing needs. Our products service city employees as well as other city agencies with competitive pricing.

We are committed to offering our customers great personal service and quality products along with our convenient downtown location.

FINISHING CHARGES

Staple (69 pages or less)	.01¢ per staple	Staple (70 pages or more)	.02¢ per staple
Cutting	\$1.50 per cut/2" stack	Grommets	\$2 each
Saddle Stitch	.04¢ up to 20 pages	Folding/Inserting	.05¢ 1st page / .01¢ addl.
Half-fold	\$5.00 per 1000	Tri-fold	\$7 per 1000
3 Hole Punch	\$1.00 per 1000		
Tape Binding	.30¢ per bind (100 pages or less)		
GBC Binding	Price varies according to page quantity. Average price \$1.00 per bind. (Minimum 25 copies)		
Lamination .7mil 2.25 x 3.75 - .15¢ 3mil - 8.5 x 11 .99¢ per sheet, 11x17 \$1.99 per sheet, .7mil - 8.5 x 11 \$1.99 per sheet, 11x17 \$2.99 per sheet - Unit pricing available for booklets and upgraded paper stock.			

***SPECIAL PAPER STOCK**

Card Stock add -	.03¢ per sheet	25% Rag Stock	.03¢ per sheet
Glossy Stock (one sided)	.05¢ per sheet	Glossy Stock (double sided)	.04¢ per sheet
Posters & Banners			
16 x 20 Vinyl Adhesive Media	\$20.00	20 x 24 Vinyl Adhesive Media	\$22.00
20 x 30 Vinyl Adhesive Media	\$24.00	24 x 36 Vinyl Adhesive Media	\$31.00
16 x 20 Glossy Paper	\$32.00	20 x 24 Glossy Paper	\$34.00
20 x 30 Glossy Paper	\$36.00	24 x 36 Glossy Paper	\$43.00
30 x 40 Glossy Paper	\$50.00	30 x 40 Vinyl Adhesive Media	\$42.00

WIDE FORMAT BANNERS

Wide Format Banners & Prints (up to 44" wide) Square foot costs for wide format banners

PAPER BOND – \$1.95	ADHESIVE BACKED VINYL \$ 4.95	LIGHT WEIGHT POLY FABRIC – \$ 2.95
HEAVY WEIGHT POLY FABRIC – \$ 5.95	CANVAS - \$6.95	GLOSSY PHOTO - \$4.95
Set-up charges may apply		
Finishing: Standard four corner mounting: \$5		

PERSONALIZED MEMO PADS, BOOKMARKS

100 bw sheets with color cover	1/4 page size	1/2 page size	full page size
1-9 pads	\$5.00 each	\$6.00 each	\$7.00 each
10 pads in a pack	\$25.00 pack	\$30.00 pack	\$35.00 pack
20 pads in a pack	\$30.00 pack	\$35.00 pack	\$40.00 pack

BOOKMARKS (approx 1.5 x 8,5) \$1 ea. / 50 min.

BUSINESS CARDS

Number of Copies	*250 Matte	Glossy	500 Matte	Glossy
Black & White Copies – Landscape:	\$8.00	\$9.30	\$12.00	\$14.50
Number of Copies	*200		400	
Black & White Copies – Portrait:	\$8.00	\$9.30	\$12.00	\$14.50
Number of Copies	*250		500	
Color Copies – Landscape:	\$15.00	\$16.30	\$22.50	\$25.00
Number of Copies	*200		400	
Color Copies – Portrait:	\$15.00	\$16.30	\$22.50	\$25.00

All work submitted should be camera ready or be subject to a set-up fee. Electronic submissions are recommended for the best printing quality.

CUSTOM DESIGN WORK

- Minimum \$30.00 set-up charge and/or design time.
- Ask for prices on larger size paper
- \$15 Minimum Order
- Inquire for special finishing costs
- A minimum of 250 Landscape cards or 200 Portrait cards is required before an order can be accepted
- Foam Board mounted will be an additional \$7.50 each
- No credit for customer-supplied paper
- Please allow at least one week for special, custom design or layout work

WE NOW ACCEPT:



IMPORTANT PRICING INFORMATION

This document contains pricing for common printing services requests. This information is intended for individuals who might want to use our services or to compare our prices to other outside Printing Companies and Copy Shops. Due to the wide variations in materials and printing needs these prices are subject to change depending on the job request.

Please feel free to contact us at **(212) 306-3594/3597** for prices or any other services that might be omitted on this list (for example, special paper or types of binding that you may need).

8.875% NY Sales Tax will be added when appropriate.



**ALL TRANSACTIONS ARE HANDLED ONLY BY THE NYCHA CASHIER
90 CHURCH STREET, 6TH FLOOR.**