



Rice University, JGSB Document Centerer
 Internal Price Reference Sheet
 FY16 period ending June 2017

Media	Black Under 500 1 sided	Black Under 500 2 sided	Color Under 500 1 sided	Color Under 500 2 sided	Black Over 500 1 sided	Black Over 500 2 sided	Color Over 500 1 sided	Color Over 500 2 sided
Add a 5% Service Fee Charge to the Total Price of Every Job								
Letter 8.5 x 11 20lb	0.04	0.06	0.37	0.72	0.04	0.06	0.32	0.62
Letter 8.5 x 11 28lb	0.05	0.07	0.38	0.73	0.05	0.07	0.33	0.63
Letter 8.5 x 11 60lb	0.06	0.08	0.39	0.74	0.06	0.08	0.34	0.64
Letter 8.5 x 11 70lb	0.07	0.09	0.40	0.75	0.07	0.09	0.35	0.65
Letter 8.5 x 11 28lb Bond Letterhead	0.20	n/a	0.50	n/a	0.20	n/a	0.50	n/a
Letter 8.5 x 11 3-part Carbonless NCR	0.30	0.60	0.63	1.26	0.30	0.60	0.63	1.26
Letter 8.5 x 11 65lb Cover Smooth	0.06	0.08	0.39	0.74	0.06	0.08	0.34	0.64
Letter 8.5 x 11 80lb Cover Smooth	0.07	0.09	0.40	0.75	0.07	0.09	0.35	0.65
Letter 8.5 x 11 80lb Cover Dull Coated	0.09	0.11	0.42	0.77	0.09	0.11	0.37	0.67
Letter 8.5 x 11 100lb Cover Smooth	0.08	0.10	0.41	0.76	0.08	0.10	0.36	0.66
Letter 8.5 x 11 110lb Cover Smooth	0.09	0.11	0.42	0.77	0.09	0.11	0.37	0.67
Letter 8.5 x 11 32lb Gloss Text	0.06	0.08	0.39	0.74	0.06	0.08	0.34	0.64
Letter 8.5 x 11 44lb Gloss Text (inkjet)	0.07	0.09	0.40	0.75	0.07	0.09	0.35	0.65
Letter 8.5 x 11 8pt Gloss Photo	0.08	0.10	0.41	0.76	0.08	0.10	0.36	0.66
Letter 8.5 x 11 10pt Gloss Photo	0.09	0.11	0.42	0.77	0.09	0.11	0.37	0.67
Tabloid 11 x 17 20lb	0.11	0.15	0.67	0.97	0.11	0.15	0.67	0.97
Tabloid 11 x 17 28lb	0.12	0.16	0.68	0.98	0.12	0.16	0.68	0.98
Tabloid 11 x 17 70lb	0.14	0.18	0.70	1.00	0.14	0.18	0.70	1.00
Tabloid 11 x 17 65lb Cover Smooth	0.13	0.17	0.69	0.99	0.13	0.17	0.69	0.99
Tabloid 11 x 17 80lb Cover Smooth	0.14	0.18	0.70	1.00	0.14	0.18	0.70	1.00
Tabloid 11 x 17 80lb Gloss Text	0.13	0.17	0.69	0.99	0.13	0.17	0.69	0.99
Tabloid 11 x 17 100lb Gloss Cover	0.18	0.22	0.74	1.04	0.18	0.22	0.74	1.04
Tabloid 11 x 17 10pt Gloss Photo	0.19	0.23	0.75	1.05	0.19	0.23	0.75	1.05
Tabloid-X 12 x 18 80lb Cover Smooth	0.20	0.25	0.93	1.71	0.20	0.25	0.93	1.71
Tabloid-X 12 x 18 80lb Gloss Text	0.22	0.27	0.95	1.73	0.22	0.27	0.95	1.73
Tabloid-X 12 x 18 100lb Cover Smooth	0.27	0.32	1.00	1.78	0.27	0.32	1.00	1.78

Paper by Case/Ream

Finishing Services	20lb. Destiny Letter Plain	40.00 / case
	20lb. Office Depot Letter 3HP	45.00 / case
	20lb. Hammermill Tabloid Plain	20.00 / ream
	28lb. Strathmore Bond Letterhead	35.00 / ream
	65 lb. Paper	40.00 / ream
Perfect Binding	1.50 per quantity- add cover & print	
Coil Binding	3.95 per quantity	
Straddle Stitch w/folding	1.50 per quantity	
3-Hole Drilling	0.01 qu.*#pgs/2*.01	

Envelopes / Letterhead Print

Tab Sets - 5 Bank	1.25 per quantity	#10 Standard Security	Color SS - 0.20; DS - 0.25 per
Tab Sets - 8 Bank	1.50 per quantity	6 1/2" x 9 1/2" White Wove	Color SS - 0.22
Staple Charge - Machine	0.01 per quantity	7 1/2" x 10 1/2" White Wove	Color SS - 0.25
Staple Charge - Hand	0.05 per quantity	9" x 12" White Wove	Color SS - 0.32
Staple Charge - Booklet (2 staples)	0.25 per booklet- add fold	10" x 13" White Wove	Color SS - 0.35
		28lb. Bond Letterhead Print	Color SS - 0.47 per

Specialty Services

Reductions/Enlargements	2.50	Doc. Manipulation	5.00 / per adj.
Typesetting	15.00 Min.	Design	40.00 Min.
Adhesive Labels	0.50 / sheet	Name Badge Inserts	0.75 / sheet-6per
Business Cards :	\$30.00/1st 100 cards, Add \$5.00 for Ea. Adtl.	Lamination - 3mil	1.50,
Business Cards : includes 5%	\$31.50 / 100 \$39.38 / 250 \$78.75 / 500	5mil	\$1.75
Business Cards for Staff	\$15.75 / 50 \$39.38 / 250	10mil	\$2.00
Business Cards for OSS	\$25.00 / 50		
Transparency Printing	B/W 0.28 1S Color: 0.50 1S		

Finishing Adttl'

Trimming	1.00 / 1st cut 0.50 / ea. adtl.	Folding - Machine (100 pg min)	0.05 / pg-Under 500
Hand Collation	0.025 / sheet		0.04 / pg-Over 500
Folding - Hand	0.09 / pg-Under 5 0.08 / pg-Over 500	Padding	2.00/1st pad + prints/trim
Scan to PDF/Email	0.10/pg		0.50/ea. Adtl. + prints/trim
Scan to CD	\$5.00		

****Add a 5% Service Fee Charge to the Total Price of Every Job****

****Add a \$15 Rush Fee to the Total Price of Every Job****

For Special Requests in Color: Flyers, Prints, Special Projects, a Proof MUST be provided at ALL times

For coil bound: "Standard" service a 2 week turnaround should be expected - No Charge, "Need It kind of quick" 6-8 days- \$25, "Rush" a 4-5-day turnaround request - \$50, and "Super Rush" a 3-day or less turnaround \$75.

