



SPPS Price Sheet

Listed prices are for *one printed side of one sheet of paper*
(unless otherwise designated)

Print, Copy & Mail Center
1930 Como Ave., St. Paul, MN 55108
Office: 651-603-5017
Web: printcenter.spps.org
Email: printcenter.orders@spps.org

Description	Paper Sizes			
	<u>8.5 x 11</u>	<u>8.5 x 14</u>	<u>11 x 17</u>	<u>12 x 18</u>
FULL-COLOR on quality white paper Quantity 1 – 499 Add .01 - .03 for 60/70/100# text Quantity 500-999 Add .03 - .05 for 65/80/100# cover/matte/glossy stock Quantity 1,000+	.195 .165 .15	.205 .185 .17	.225 .205 .19	.235 .215 .20
BLACK INK & 2-COLOR INKS:				
STANDARD WHITE 20# paper, <i>black ink</i> <i>2-ink colors</i>	.035 .06	.04 .07	.05 .09	
QUALITY WHITE text weight <i>black ink</i> <i>For 2 ink colors add .025 to all prices</i> text weight: 60# and 70# text weight: 80# and 100#	.05 - .055 .06 - .07	.065 - .07 .075 - .08	.08 - .085 .09 - .105	.09 - .095 .095 - .11
PASTEL 20# Recycled PAPER Colors available: blue, green, yellow, pink, ivory, tan, orchid, light orchid, cherry, gray, salmon, buff, gold	.04	.05	.055	
ASTROBRIGHT 60# PAPER , <i>black ink</i> Colors in stock: lunar blue, neptune blue, celestial blue, terra green, gamma green, solar yellow, lift-off lemon, pulsar pink, planetary purple, cosmic orange, orbit orange, orbit orange, re-entry red, rocked red, plasma pink, galaxy gold	.045	.06	.07	
COVER STOCK, 65#, 80# +.01, 100# +.02 White, <i>black ink</i> White <i>2-ink colors</i> Pastel colors, 65# <i>black ink</i> Astrobright color, 65# <i>black ink</i>	.06 .085 .065 .07	.075 .10 .075 .09	.095 .12 .095 .11	.13 .17 .155 .14
CARBONLESS (NCR) paper , <i>black ink</i> Colors (white, yellow, pink, gold, green, blue)	.085	.10	.14	
* STATIONERY letterhead	.05			
* STATIONERY envelopes	.095			
ENVELOPES: regular white, window, security <i>Black ink</i> <i>2-ink colors</i>	Size: #9 .09 .155	#10 .095/.010/.105 .175	A-2 .205 .355	A-6 .255 .455
BUSINESS CARDS	Quantity: <u>100 cards</u> 14.50	<u>250 cards</u> 17.00	<u>500 cards</u> 22.50	<u>1,000 cards</u> 29.50
BANNERS / POSTERS: Grommets: .65 each Multiple poster discount (3 or more of same poster) - .65 sq. ft.	Material: Paper - Grade: Middle 4.00 sq.ft. Premium or Photo 5.00 sq.ft. B/W Text - Mid 3.25 sq.ft.	<u>Vinyl</u> 6.25/sq.ft Sticker 6.00 sq. ft.	Canvas 7.00 sq.ft	<u>Laminating</u> 1.00 sq. ft. <26" 1.25 sq ft >=26" <u>Foamcore</u> 1.65 sq.ft

Self Service Laminating
18" - .80 per foot
27" - 1.00 per foot

Contact our office for a quote for your special project, if you would like to review paper stock options, or to review printing samples. We are happy to help in any way to ensure the success of your project. Thank you. We appreciate your patronage.



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Bindery / Finishing:

Collate (put pages in order)	.015
Fold (trifold, quarterfold, half fold)	.025
3-hole drill (punch)	.015
Staple (corner)	.015
Staple (2 on side)	.025
(Above services will incur a \$5.00 set-up charge)	
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Right-angle fold	.04
Saddle stitch (Includes collating - folding - 2 staples in fold)	.06
Perforate or score	.05
Perfect binding (book binding)	.80 ea. book
(Above services will incur a \$10.00 set-up charge)	
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Spiral - GBC Binding	.75 each book 1/2" or less
	.85 each book 5/8" to 7/8"
	.95 each book 1" and up
Coil Binding	Price varies by thickness of book - Call for quote
Padding (glued at top like notepads)	.65 ea. pad
(NO set-up charge for these services)	

\$5.00 minimum on all bindery/finishing plus set-up fee

Mail Processing

Addressing	.04
Inserting (in envelope)	.03
Tabbing (1 wafer)	.03
Tabbing (2 wafers)	.04
(Above services will incur a \$5.00 set-up charge)	

Delivery to Post Office	\$22.00
Fee may vary based on size of mailing	

Regular base 3hr courier fee to school or other sites \$13.50
 Courier fees may vary based on size, quantity, and weight of items.

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If you are interested in taking a tour of the Print/Copy/Mail center please contact us to set up a time that is convenient for you. 651-603-5017. The PCMC is in the district administrative building located at 1930 Como Avenue.