


**DOCUMENT SERVICES**  
 PRINT. COPY. FINISH.



[printing@moreheadstate.edu](mailto:printing@moreheadstate.edu)  
[www.moreheadstate.edu/printing](http://www.moreheadstate.edu/printing)  
 606.783.2032

B&W COPIES	8.5 X 11	8.5 X 14	11 X 17	12 X 18
FRONT ONLY (per sheet)	\$0.03	\$0.06	\$0.06	\$0.10
FRONT & BACK (per sheet)	\$0.05	\$0.08	\$0.10	\$0.14

COLOR COPIES	QTY	8.5 X 11	8.5 X 14	11 X 17	12 X 18
FRONT ONLY (per sheet)	1-5	\$1.00	\$1.50	\$2.00	\$2.00
	6-50	\$0.55	\$0.75	\$1.00	\$1.00
	51-249	\$0.29	\$0.37	\$0.52	\$0.52
	250-499	\$0.24	\$0.32	\$0.42	\$0.42
	500-999	\$0.21	\$0.27	\$0.33	\$0.33
	1000-1499	\$0.20	\$0.24	\$0.30	\$0.30
	1500-1999	\$0.18	\$0.22	\$0.27	\$0.27
	2000-2499	\$0.16	\$0.21	\$0.25	\$0.25
	2500-4999	\$0.14	\$0.20	\$0.23	\$0.23
	5000-????	\$0.13	\$0.19	\$0.21	\$0.21
FRONT & BACK (per sheet)	1-5	\$1.20	\$1.70	\$2.20	\$2.20
	6-50	\$0.65	\$0.85	\$1.30	\$1.30
	51-249	\$0.34	\$0.42	\$0.57	\$0.57
	250-499	\$0.29	\$0.37	\$0.47	\$0.47
	500-999	\$0.26	\$0.31	\$0.38	\$0.38
	1000-1499	\$0.25	\$0.28	\$0.33	\$0.33
	1500-1999	\$0.23	\$0.27	\$0.31	\$0.31
	2000-2499	\$0.21	\$0.25	\$0.29	\$0.29
	2500-4999	\$0.19	\$0.24	\$0.27	\$0.27
	5000-????	\$0.18	\$0.23	\$0.25	\$0.25

PREMIUM PAPERS (Color & B/W)		8.5 X 11	8.5 X 14	11 X 17	12 X 18
Color Paper	ADD	\$0.02	\$0.02	\$0.02	\$0.02
Cardstock	ADD	\$0.03	\$0.03	\$0.03	\$0.03
Gloss Text/Gloss Cardstock/Carolina	ADD	\$0.05	\$0.05	\$0.05	\$0.05
Specialty Paper	ADD	\$0.10	\$0.10	\$0.15	\$0.15
Customer Furnished Paper	AT COST	NA	NA	NA	NA

SCANNING	8.5 X 11	8.5 X 14	11 X 17	12 X 18
1+	\$0.03	\$0.05	\$0.06	NA

NCR Paper (Sets)	8.5 X 11	8.5 X 14
2 - Part	\$0.20	\$0.25
3 - Part	\$0.25	\$0.35
4 - Part	\$0.30	\$0.40



Updated 08/15/2018



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#### BINDERY & FINISHING SERVICES

Cut/Trim (\$1.00 minimum)	\$1.00 per cut
Comb Binding	\$1.00 per piece
Coil Binding	\$1.50 per piece
Inline stapling (per set/staple)	\$0.01 per piece
Booklet (Stapling)	\$0.12 per piece
Folding	\$0.04 per piece
Custom Hand Folds/Stapling/Insert, etc.	\$0.07 per piece
Perf/Score (\$12.00 set up)	\$0.05 per piece
Padding w/Chipboard	\$0.75 per pad
Shrink wrap (plastic) - any size	\$0.50 per piece
Book Tabs	\$0.30 per piece
Labels - #5160 - Non Mail	\$0.40 per sheet
Laminating, 8.5 x 11	\$1.25 per piece
Laminating, 8.5 x 14	\$1.50 per piece
Laminating, 11 x 17	\$2.50 per piece
Laminating, <b>larger than 11 x 17</b>	\$3.00 per sq. ft.
Foam Board, 8.5 x 11	\$3.00 per piece
Foam Board, 11 x 17	\$6.00 per piece
Foam Board, <b>larger than 11 x 17</b>	\$3.50 per sq. ft.

#### WIDE FORMAT PRINTING - MAX WIDTH 44 INCHES - ON CAMPUS

Black & White - larger than 12 x 18	\$1.50 per sq. ft.
Color - larger than 12 x 18	\$3.50 per sq. ft.

To order stationary below please go to the Communication and Marketing Request A Project web page. For questions you may call OCM at 606-783-9328.

BUSINESS CARDS	500	1000
1 color	\$30.70	\$37.40
2 color	\$49.00	\$50.60
3 color	\$52.25	\$54.50

LETTERHEAD	1000	5000
1 color	\$58.30	\$271.00
2 color	\$99.00	\$360.60
3 color	\$119.90	\$392.00

STANDARD ENVELOPES	1000	5000
#10 - 1 color	\$59.40	\$255.20
#10 - 2 color	\$83.60	\$315.70
#10 - 3 color	\$105.60	\$326.70
#9 Envelopes	See #10 Envelope Pricing	

MISCELLANEOUS - 1 color	QTY	PRICE
Memo Pads	10	\$21.50
9x12 Envelopes	500	\$169.40
9x12 Envelopes	1000	\$189.20

**JOBS REQUIRING LARGER SIZES OR SPECIALIZED ORDERS - PLEASE CONTACT DOCUMENT SERVICES AT (606) 783-2032**

#### LARGE/WIDE FORMAT PRINTING WITH LYNN IMAGING - MONSTER COLOR - LEXINGTON KY - ALLOW EXTRA TIME FOR PRODUCTION AND DELIVERY

DESCRIPTION	SIZE (MAX)	PRICE (SQ FT)
Bond	54 inches	\$2.50
Photobase Matte/Gloss	54 inches	\$4.00
Banner vinyl (13 oz.)	96 inches	\$3.00
Banner vinyl (DS) 13 oz.	96 inches	\$8.00
3M Floor Graphics		\$8.00
3M Vehicle Graphics		\$8.00
3M Wall Graphics		\$8.00
3M Window Graphics (perf)		\$8.00
Sintra - print direct (1/8" PVC)	4 ft x 8 ft sheet	\$6.00
Sintra - print direct (1/4" PVC)	4 ft x 8 ft sheet	\$7.25
Diebond - print direct (aluminum)	4 ft x 8 ft sheet	\$25.00
Drymount Foam Board (3/16")	4 ft x 8 ft sheet	\$2.60
Drymount on Gator Board (3/16")	4 ft x 8 ft sheet	\$6.25
Drymount Sintra Board (1/4" PVC)	4 ft x 8 ft sheet	\$7.00
Laminate - matte (DS)	54 inches	\$2.50
Laminate - matte ink jet (DS)	54 inches	\$3.50
Corrugated - print direct (SS)	4 ft x 8 ft sheet	\$4.50
Outdoor yard signs (corrugated, SS)	18 in x 24 in	\$20.00 (includes stake)
Outdoor yard signs (corrugated, DS)	18 in x 24 in	\$25.00 (includes stake)
3M Outdoor yard signs (corrugated, DS)	18 in x 24 in	\$50.00 (includes stake)



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