Staff Services Pricelist
Revised July 2008

Instant Service
Requests exceeding the posted turn-around schedule are assessed an additional 50% of the normal charge.

Manual Labor Charges
All labor is billed at $24.00/hr. This includes word processing, shredding, labeling, stuffing envelopes, collating, cut and paste, and master prep.
(15-minute minimum charge)

Color Copy Charges
<table>
<thead>
<tr>
<th>Type</th>
<th>Size</th>
<th>Ream</th>
<th>Carton</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>8½ x11</td>
<td>$3.70</td>
<td>$37.02</td>
</tr>
<tr>
<td>White</td>
<td>3-hole</td>
<td>$3.70</td>
<td>$37.02</td>
</tr>
<tr>
<td>White</td>
<td>8½ x14</td>
<td>$4.40</td>
<td>$43.95</td>
</tr>
<tr>
<td>White</td>
<td>11x17</td>
<td>$6.54</td>
<td>$63.45</td>
</tr>
<tr>
<td>Color</td>
<td>8½ x11</td>
<td>$4.06</td>
<td>$40.59</td>
</tr>
<tr>
<td>Index</td>
<td>8½ x11</td>
<td>$6.35</td>
<td>$63.45</td>
</tr>
<tr>
<td>Astro-Brite</td>
<td>8½ x11</td>
<td>$8.79</td>
<td>$87.89</td>
</tr>
</tbody>
</table>

Paper Cost Per Ream or Carton

Word Processing Charges
<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create per page</td>
<td>$3.00</td>
</tr>
<tr>
<td>Revise per page</td>
<td>$1.00</td>
</tr>
<tr>
<td>Print only per page</td>
<td>.10</td>
</tr>
<tr>
<td>Label printing per page</td>
<td>.50</td>
</tr>
<tr>
<td>Charge for Zip Disk</td>
<td>$10.00</td>
</tr>
<tr>
<td>Charge for Floppy Disk</td>
<td>$3.00</td>
</tr>
<tr>
<td>Charge for CD</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
(15-minute minimum charge)

FAX Charges:
- Area codes 312-708-630-773-847 $ .80/page
- Within state of Illinois $1.00/page
- Out of state $1.60 1st page and $1.20 every page after.
- Out of country $2.50 1st page and $1.75 every page after.

Engraving
- Name Pin: $3.00
- Gold Magnetic Name Tag: $7.00
- Desk Name Plate: $6.00
- Engraved Signs: Call for Price

Vinyl Banners
- Ready Mark Vinyl 15" high $3.00 ft.
- Vinyl-banners (24" high) $8.00 ft.
(Call for Estimate and Colors)

Paper Charges
- .01 8 ½ x 11
- .01 8 ½ x 14
- .02 11 x 17
- .02 Colored paper
- .11 Letterhead
- .03 Index stock
- .03 2nd sheet letterhead
- .03 Astro-Brite neon paper
- 1.00 Index tabs (1/5 cut)(per set only)
- .60 Per transparency
- .10 Clear covers
- .14 Punched clear covers

Finishing Charges
- .62 Velo binding - small
- 1.00 Velo binding - medium
- 1.67 Velo binding - large
- .30 Thermal binding
- .42 Spiral binding - small
- .88 Spiral binding - medium
- 1.52 Spiral binding - large
- .01 Staple
- .07 Brads
- .20 Three hole punch (100 sheets)
- .20 Padding (per pad)
- .20 Cutting (per 100 sheets)
- .20 Folding (per 100 sheets)
- 1.00 Laminating

Prices subject to change with increased labor and supply costs

Duplicating Charges
.02 per copy Plus Paper Costs

Poster Printing
Wide Format Color Printing $8.00 per sq. foot

Poster Sizes:
22 x 32 = $5.00
23 x 7 = $3.00
Banner on Poster Paper $3.00/Ft.

Colors:
- Red/ White
- Blue/ White
- Green/ White
- Black/ White
- Purple/ White
- Black/Blue
- Orange/White
- Black/Pink
- Black/Yellow

Some colors cannot be laminated.
Call for availability.

Banners:
- Laminating = $1.00 per square foot.
- Mount on Posterboard = $1.00 each
- Posterboard 22x28 = $0.75
- Foamboard 32x40 = $6.00
(Call for estimate)