



**TO BE COMPLETED BY PRINTING SERVICES**

<b>Date Received:</b>	<b>Date Completed:</b>	<b>Job #</b>
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<b>Artwork Returned to:</b>	<b>Date:</b>
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<b>Print shop Signature:</b>	<b>Total Cost:</b>
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**BUDGET OFFICE USE ONLY**

<b>Date:</b>	<b>Total Cost:</b>	<b>Account Code:</b>
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<b>Approval Signature:</b>		
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# Print Shop Ministry

## Price List

Copy service - Price per 1 Sided Copy		Copy Service - Price per 2 Sided	
Copy			
\$0.08 (8.5x11 or 8.5x14)	<b>White</b>	\$0.12 (8.5x11 or 8.5x14)	<b>White</b>
\$0.12 (8.5x11 or 8.5x14)	<b>Colored Paper</b>	\$0.12 (8.5x11 or 8.5x14)	<b>Colored</b>
<b>Paper</b>			
\$0.13 (11x17)	<b>White</b>	\$0.19 (11x17)	<b>White</b>
\$0.16 (11x17)	<b>Colored Paper</b>	\$0.20 (11x17)	<b>Colored</b>
<b>Paper</b>			
\$0.16 (8.5x11)	<b>Card Stock</b>	\$0.20 (8.5x11)	<b>Card Stock</b>
\$0.13 (8.5x11)	<b>Linen White</b>	\$0.19 (8.5x11)	<b>Linen White</b>
\$0.12 (8.5x11)	<b>Letterhead BOND</b>		

Transparencies			
<b>Color Copies</b>		<b>Color Transparencies</b>	
\$0.50 (8.5x11 or 8.5x14)	<b>White</b>	\$1.00 (8.5x11)	<b>Colored Paper</b>
\$0.62 (8.5x11 or 8.5x14)	Colored Paper		
\$0.55 (8.5x11)	Glossy Color Paper	<b>Black &amp; White Transparencies</b>	
\$0.72 (11x17)	Glossy Color Paper	\$0.75 (11x17)	<b>Glossy Color Paper</b>

Email/CD Copies			
Prices are the same as copy prices above.		White Linen (8.5x11)	\$20.00 (\$0.04/sheet)
Color Prints for Email/CD	\$0.03 each page	Ivory Linen (8.5x11)	\$26.95 (\$0.06/sheet)
Plus Any Color Paper Cost or		Classic Crest (Smooth Finish)	\$23.00 (\$0.05/sheet)
High Quality Color Paper		9x11 Manila Envelopes	

Supplies		Card Stock - Paper Only - Coping not included	
White Paper (8.5x11)	\$4.00 (\$0.01/sheet)	8.5x11 White Card Stock	\$0.07 each
White Paper (8.5x14)	\$5.00 (\$0.01/sheet)	1/2 Perforated White Card	\$0.06 each
Color Paper (8.5x14)	\$5.00 (\$0.01/sheet)	1/4 Perforated White Card	\$0.06 each
White Paper (11x17)	\$15.00 (\$0.03/sheet)	Table Tent Card Stock	\$0.05 each
Colored Paper (11x17)	\$16.00 (\$0.03/sheet)	Blue Card Stock	\$0.05 each
<b>Bond Letterhead</b>	<b>\$ 19.00 per Box</b>	<b>Binding of Booklets &amp; Comb</b>	<b>\$ 1.00 each</b>
XXXX			
<b>Plain White Envelopes</b>	<b>\$ 7.00 (\$0.02 each)</b>	<b>Laser Transparencies</b>	\$0.72 each
		<b>InkJet Transparencies</b>	\$0.06 each
		<b>Write-on Transparencies</b>	\$0.16 each

Estimated Job Cost: \$ \_\_\_\_\_

