**Clackamas Education Service District**

**Printing Services**  503-675-4056  **Minimum $5.00 Charge on all orders**

*Pricing includes impression plus paper charge.*

### Black and White Copies

#### Single Sided – 20# White Bond Stock
- Letter 8 ½”x11”  .035 per copy
- Legal 8 ½”x14”  .045 per copy
- Ledger 11”x17”  .055 per copy

#### Double Sided – 20# White Bond Stock
- Letter 8 ½”x11”  .06 per copy
- Legal 8 ½”x14”  .08 per copy
- Ledger 11”x17”  .10 per copy

### Color Copies

#### Single Sided – 20# White Bond Stock
- Letter 8 ½”x11”  .20 per copy
- Legal 8 ½”x14”  .29 per copy
- Ledger 11”x17”  .39 per copy

#### Double Sided – 20# White Bond Stock
- Letter 8 ½”x11”  .39 per copy
- Legal 8 ½”x14”  .58 per copy
- Ledger 11”x17”  .77 per copy

### NCR Carbonless Forms

**Black Ink Single Sided (Price Per Set)**
- 2 Part Letter White/Canary  .19 per set
- 2 part Legal White/Canary  .21 per set
- 3 Part Letter White/Canary/Pink  .24 per set
- 3 part Legal White/Canary/Pink  .26 per set
- 4 Part Letter White/Canary/Pink/Gold  .34 per set
- 4 part Legal White/Canary  .36 per set
- 5 Part Letter White/Green/Canary/Pink/Gold  .39 per set
- 5 Part Legal White/Green/Canary/Pink/Gold  .41 per set

### Envelopes 2500 Case - Black Ink

<table>
<thead>
<tr>
<th>Count</th>
<th>Regular</th>
<th>Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>$120.40</td>
<td>$126.00</td>
</tr>
<tr>
<td>1000</td>
<td>$135.80</td>
<td>$140.00</td>
</tr>
<tr>
<td>2000</td>
<td>$243.60</td>
<td>$254.80</td>
</tr>
<tr>
<td>2500</td>
<td>$231.00</td>
<td>$245.00</td>
</tr>
<tr>
<td>3000</td>
<td>$277.20</td>
<td>$294.00</td>
</tr>
<tr>
<td>4000</td>
<td>$369.60</td>
<td>$392.00</td>
</tr>
<tr>
<td>5000</td>
<td>$406.00</td>
<td>$434.00</td>
</tr>
<tr>
<td>7500</td>
<td>$577.50</td>
<td>$619.50</td>
</tr>
<tr>
<td>10000</td>
<td>$728.00</td>
<td>$784.00</td>
</tr>
</tbody>
</table>

### Business Cards

- One side Full Color 80# White
  - 100  $17.00
  - 250  $21.00
  - 500  $26.00

### Cutting

- Index Weight per 200 sheets  .50
- Text Weight per 250 sheets  .50
- Hand Cutting per trim, per sheet  .05

### Stapling

- Machine Upper Corner  .01
- Double Staple  .02
- Hand Staple  .03
- Saddle Stitch  .15
- Square Spine Saddle Stitch  .15

### Binding

#### Black Tape Binding
- Up to 100 sheets 1.00 Over 100 sheets 1.10

#### Comb Binding
- Up to 100 sheets 1.00 Over 100 sheets 1.10

#### Coil Binding
- Min order 25 books, Allow 5 days
- Up to 100 sheets 1.55
  - (Call for color binding, and over 100 sheets pricing)

### Graphic Design/ Page Layout/Scanning
- $15.00 per ¼ hour

### Wide Format Poster Full Color

- Heavyweight Matte Coated Paper
  - 18”x24”  $8.97
  - 24”x36”  $17.94

### 3 Hole Drilling

- Per Sheet  .005

### Folding - per fold

- Machine  .01
- Hand  .03

### Padding

- 50 or 100 Sheets per Pad  .30
- 1 hole drilled pads-per pad  .50

**Revised January 2024**