



# Pricing & Printing Timeframes

Dauphin County Library System

Christina Lauver – Marketing & Public Relations Manager

phone (717) 234-4961 x 114 • fax (717) 234-7479

email: [printingservices@dcls.org](mailto:printingservices@dcls.org)

## Paper

20lb Bond			Per sheet	Envelopes		Per envelope
8½ x 11	White		.0090	#10 Business Envelopes	White	.0181
8½ x 11	Colors		.0097	#10 Window Envelopes	White	.0222
8½ x 14	White		.0118	#10 Window Envelopes	Security	.0261
60/70lb Text				#10 Letterhead Matching	White	.0667
8½ x 11	White 60lb		.0111	#9 Business Return Env.	White	.0191
8½ x 11	White 70lb		.0129	#9 Remittance Envelopes	White	.0287
8½ x 11	Mohawk color copy		.0192	6¾ Business Return		
8½ x 11	Letterhead paper		.0339	Envelopes	White	.0175
8½ x 11	Epson photo paper		.2203	Invitation Envelope (6 Bar)	White	.0480
8½ x 14	White 60lb		.0148	Response Envelope (5½ Bar)	White	.0407
11 x 17	White 60lb		.0233	Self Adhesive Paper		Per sheet
11 x 17	White 70lb		.0272	8½ x 11	White – Removable	.3360
11 x 17	Colors 60lb		.0223	8½ x 11	White – Permanent	.1200
12 x 18	White		.0313	8½ x 11	Soft Colors	.1707
80lb Cover				8½ x 11	Bright Colors	.2294
8½ x 11	White		.0276	Carbonless Forms Paper		Per sheet
17 x 11	White		.0582	8½ x 11	Two-Part Form	.0713
110lb Cover				8½ x 11	Three-Part Form	.0802
8½ x 11	Business Card Stock		.0274			

## Pricing - Effective January 1, 2014

### Black Ink or One-color Jobs

Processing Fee – \$11.00 per job

### Two-color Ink Jobs

Processing Fee – \$15.00 per job

### Full-color Printing – No Processing Fee

Maximum quantity 100 sheets

8½ x 11 – 1-side	15¢ per sheet
8½ x 11 – 2-sided	30¢ per sheet
11 x 17 – 1-side	30¢ per sheet
11 x 17 – 2-sided	60¢ per sheet
11 x 35 Banner	85¢ per sheet

### Processing Fee includes:

- 5000 single sided printed pieces
- folding for 5000 pieces or
- bookletmaking for 500 sets of up to 10 pages per set.

Minimum quantity – black ink jobs 50 sheets

Minimum quantity – colored ink jobs 500 sheets

Standard inks are included in the processing fee.

### Nonstandard inks – billed at actual ink cost (call for pricing)

Projects with quantities over 5000 will incur extra costs. An estimate of total cost will be provided before any costs are incurred.

**Paper pricing for all projects – priced per sheet**

### Other Charges

Additional folding	\$2.00 per additional 500 pieces
Foam Core – 8½ x 11 / 11 x 17	70¢ / \$1.40
11 x 35 Banner mounted on Foam Core	\$2.10
Lamination – up to 25 inches wide	70¢ per foot
Padding – 5½ x 8½ (other sizes are available)	05¢ per pad

## Print Process Timeframes

Reprint – No Changes Needed	2 weeks
Reprint – Changes Needed	3 weeks
Custom Design – No Printing Needed	3 weeks
Custom Design – Printing Requested	4 weeks