



WNC INFORMATION & MARKETING SERVICES PRINTING SERVICES PRICE ESTIMATE LIST

We are able to design and print a wide variety of projects.

To request printing, PLEASE use the form on Westnet. Just follow this link. <https://www.wnc.edu/forms/ims/>
If you have more than one item, select the button for "Add another project". Up to three items per request. Then click "Submit". If you have more than three items just continue with a new request form. Price effective January 2011, subject to change without notice.

If you have any questions please contact Michelle Peltier @445-3236.

**This project price list is only an approximate cost provided for your convenience.
The actual quote may differ in price.**

FULL COLOR LASER PRINTING

Cost per sheet/PER SIDE

Price includes a variety of paper stock and colors.

8 ½ x 11"

Cover weight paper _____ \$0.40

Text weight paper _____ \$0.35

11" x 17"

Cover weight paper _____ \$0.80

Text weight paper _____ \$0.70

ESTIMATED Prices below reflect paper costs ONLY.

SPOT-COLOR OFFSET PRINTING: There is a \$15 setup charge per side, per ink color for printing.

Press Setup Fee pays for all material used except paper and specialty items.

In most cases, there is no extra charge for color ink or color paper.

Address Labels

EACH BOX IS 100 SHEETS OF 8 = 800 LABELS

WNC address labels _____ \$19.52 per box

Business Cards

\$8.00 per 500 (1 color, 1 side) (No setup fee).

Envelopes

EACH BOX HAS 500 ENVELOPES

Envelopes BOOKLET - white (9 ½ x 12 ½) _____ with WNC return address \$53.91

Envelopes No. 10 LINEN – natural _____ with WNC return address \$42.04

Envelopes No. 10 LINEN – white _____ with WNC return address \$42.04

Envelopes No. 10 REGULAR – white _____ with WNC return address \$8.67

Envelopes No. 10 WINDOW – white _____ with WNC return address \$10.74

Fliers

Cost for each set of 500 sheets

20# bond paper (8 ½ " x 11" 1 color, 1 side) _____ \$7.67

60# bond paper (8 ½ x 11" 1 color, 1 side) _____ \$8.50

110# Index Cover stock (8 ½ x 11" 1 color, 1 side) _____ \$19.56

Invitations

Each Package of 250

Panel cards with envelope - white size 5 ½ _____ \$42.42

Fold over invitation with envelope Size 5 ½ _____ \$28.66

Laminating

0" to 12" wide _____	\$0.35 per foot
12 1/4" to 18" wide _____	\$0.45 per foot
18 1/4" to 25" wide _____	\$0.55 per foot

Multi-part Forms Cost per package

	Cost per package	Sets per package
2 part NCR _____	250	\$26.42
3 part NCR _____	167	\$30.27
4 part NCR _____	125	\$32.92

Note Cards with Envelopes

	250 per set
WNC generic Fold over note cards with envelopes – natural _____	\$36.75 for each set

Plastic Engraved Signs and Name Tags

(Specialty sizes available upon request)

Employee Name Tag (magnetic style) _____	\$10.50
Employee Name Tag (clasp style) _____	\$10.50
Employee Name Tag (pin style) _____	\$10.50
Wall or Desk name plate 2 x 10 _____	\$1.00
Metal wall sign holder 2 x 10 _____	\$3.80
Metal desk sign holder 2 x 10 _____	\$5.10
7" x 7" sign _____	\$4.00
7" x 7" frame _____	\$14.60
10" x 10" sign _____	\$5.00
10" x 10" frame _____	\$17.50
10" x 14" sign _____	\$6.00

Program Brochures

	Cost for each set of 500 sheets
60# offset paper (8.5" x 11" three-fold) _____	\$8.50
Royal Fiber Text (8.5" x 11" three-fold) _____	\$15.10

Other sizes are available.

Stationery

	Cost for each set of 500 sheets
Letterhead LINEN - white or natural _____	\$15.34
Memo Pads (From the desk of / department of _____)	\$4.25

(Printed 1/2 sheet) (6 pads of 84 sheets each = 504 sheets)
(Other sizes are available)