

Rice University, JGSB Document Center

Internal Price Reference Sheet
FY23 period ending June 2023

Media	Black Under 500 1 sided	Black Under 500 2 sided	Color Under 500 1 sided	Color Under 500 2 sided	Black Over 500 1 sided	Black Over 500 2 sided	Color Over 500 1 sided	Color Over 500 2 sided	
Add a 5% Service Fee Charge to the Total Price of Every Job									
Letter 8.5 x 11 20lb	0.04	0.06	0.40	0.77	0.03	0.05	0.34	0.66	
Letter 8.5 x 11 28lb	0.05	0.07	0.41	0.78	0.04	0.06	0.35	0.67	
Letter 8.5 x 11 60lb	0.06	0.09	0.42	0.79	0.05	0.08	0.36	0.68	
Letter 8.5 x 11 70lb	0.07	0.10	0.43	0.80	0.06	0.09	0.37	0.69	
Letter 8.5 x 11 28lb Bond Letterhead	0.21	n/a	0.53	n/a	0.20	n/a	0.53	n/a	
Letter 8.5 x 11 3-part Carbonless NCR	0.32	0.64	0.67	1.35	0.31	0.63	0.67	1.35	
Letter 8.5 x 11 65lb Cover Smooth	0.06	0.09	0.42	0.79	0.05	0.08	0.36	0.68	
Letter 8.5 x 11 80lb Cover Smooth	0.07	0.10	0.43	0.80	0.06	0.09	0.37	0.69	
Letter 8.5 x 11 80lb Cover Dull Coated	0.10	0.12	0.45	0.82	0.09	0.11	0.40	0.72	
Letter 8.5 x 11 100lb Cover Smooth	0.09	0.11	0.44	0.81	0.08	0.10	0.38	0.70	
Letter 8.5 x 11 110lb Cover Smooth	0.10	0.12	0.45	0.82	0.09	0.11	0.40	0.72	
Letter 8.5 x 11 32lb Gloss Text	0.06	0.09	0.42	0.79	0.05	0.08	0.36	0.68	
Letter 8.5 x 11 44lb Gloss Text (inkjet)	0.07	0.10	0.43	0.80	0.06	0.09	0.37	0.69	
Letter 8.5 x 11 8pt Gloss Photo	0.09	0.11	0.44	0.81	0.08	0.10	0.38	0.70	
Letter 8.5 x 11 10pt Gloss Photo	0.10	0.12	0.45	0.82	0.09	0.11	0.40	0.72	
Legal 8.5 x 14 20lb	0.05	0.07	0.41	0.78	0.04	0.06	0.35	0.67	
Tabloid 11 x 17 20lb	0.12	0.16	0.72	1.04	0.11	0.15	0.72	1.04	
Tabloid 11 x 17 28lb	0.13	0.17	0.73	1.05	0.12	0.16	0.73	1.05	
Tabloid 11 x 17 70lb	0.15	0.19	0.75	1.07	0.14	0.18	0.75	1.07	
Tabloid 11 x 17 65lb Cover Smooth	0.14	0.18	0.74	1.06	0.13	0.17	0.74	1.06	
Tabloid 11 x 17 80lb Cover Smooth	0.15	0.19	0.75	1.07	0.14	0.18	0.75	1.07	
Tabloid 11 x 17 80lb Gloss Text	0.14	0.18	0.74	1.06	0.13	0.17	0.74	1.06	
Tabloid 11 x 17 100lb Gloss Cover	0.19	0.23	0.79	1.11	0.18	0.22	0.79	1.11	
Tabloid 11 x 17 10pt Gloss Photo	0.20	0.25	0.80	1.12	0.19	0.24	0.80	1.12	
Tabloid-X 12 x 18 80lb Cover Smooth	0.21	0.27	0.99	1.83	0.20	0.26	0.99	1.83	
Tabloid-X 12 x 18 80lb Gloss Text	0.23	0.29	1.01	1.85	0.22	0.29	1.01	1.85	
Tabloid-X 12 x 18 100lb Cover Smooth	0.29	0.34	1.07	1.90	0.28	0.34	1.07	1.90	
Paper by Case/Ream									
							20 lb Destiny Letter Plain	42.72	Per Case
Finishing Services							20lb. Office Depot Letter 3HP	48.06	Per Case
							20lb. Hammermill Tabloid Plain	21.36	Per Ream
Perfect Binding	1.60 per quantity-		add cover & print			28lb. Strathmore Bond Letterhead	37.38	Per Ream	
Coil Binding	4.22 per quantity					65 lb. Paper	42.72	Per Ream	
Straddle Stitch w/folding	1.60 per quantity					Envelopes / Letterhead Print			
3-Hole Drilling	0.01 qu.*#pgs/2*.01					#10 Standard Security	Color SS 0.21	Color DS 0.27	
Tab Sets - 5 Bank	1.34 per quantity					6 1/2 " x 9 1/2" White Wove		Color SS 0.23	
Tab Sets - 8 Bank	1.60 per quantity					7 1/2 " x 10 1/2" White Wove		Color SS 0.27	
Staple Charge - Machine	0.01 per quantity					9" x 12" White Wove		Color SS 0.34	
Staple Charge - Hand	0.05 per quantity					10" x 13" White Wove		Color SS 0.37	
Staple Charge - Booklet (2 staples)	0.27 per booklet-		add fold			28lb. Bond Letterhead Print		Color SS 0.50	
Specialty Services									
Reductions/Enlargements	\$2.67					Doc. Manipulation		\$5.34 per adj.	
Typesetting	\$16.02 Min					Design		\$42.72 Min.	
Adhesive Labels	\$0.53 / sheet-6per					Name Badge Inserts		\$0.80 /sheet-6per	
Business Cards :	\$32.04 /1st 100 cards, Add \$5.00 for Ea. Adtl.					Lamination - 3mil		\$1.60	
Business Cards : includes 5%	\$33.65 /100		\$42.06 /250			5mil		\$1.87	
Business Cards for Staff	\$16.82 /50		\$42.06 /250			10mil		\$2.14	
Business Cards for OSS	\$26.70 /50								
Transparency Printing	\$0.30 B/W-1S		\$0.53 Color-1S						
Finishing Addtl'									
Trimming	\$1.07 /1st Cut		\$0.53 /ea. Adtl			Folding - Machine (100 pg min)		\$0.05 /pg-Under 500	
Hand Collation	\$0.03 /Sheet							\$0.04 /pg-Over 500	
Folding - Hand	\$0.10 /pg-Under 500		\$0.09 /pg-Over 500			Padding		\$2.14 /1st pad + prints/trim	
Scan to PDF/Email	\$2.14 setup +		\$0.11 /pg					\$0.53 /ea. Adtl. + prints/trim	
Scan to CD	\$5.34								

****Add a 5% Service Fee Charge to the Total Price of Every Job****

****Add a \$15 Rush Fee to the Total Price of Every Job****

For Special Requests in Color: Flyers, Prints, Special Projects, a Proof MUST be provided at ALL times

For coil bound: "Standard" service a 2 week turnaround should be expected - No Charge, "Need it kind of quick" 6-8

