

MAIL & PRINTING SERVICES PRINTING CHARGES

Mail & Printing Services | 660.562.1109 | mailcpy@nwmissouri.edu

May 2024

BLACK & WHITE PRINTS

(cost per side)

Paper Type	Text					Cardstock				
	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19
Regular (White)	\$0.03	\$0.04	\$0.05	-	-	\$0.06	-	\$0.10	-	-
Colored	\$0.04	\$0.05	\$0.06	-	-	\$0.07	-	-	-	-
Accent	\$0.07	\$0.09	\$0.11	\$0.16	\$0.21	\$0.09	\$0.11	\$0.13	\$0.18	\$0.23
Glossy	\$0.09	\$0.11	\$0.13	-	-	\$0.11	\$0.13	\$0.15	-	-
100# Cardstock	-	-	-	-	-	\$0.11	\$0.13	\$0.15	-	-

COLOR PRINTS

(cost per side)

Paper Type	Text					Cardstock				
	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19	8.5 x 11	8.5 x 14	11 x 17	12 x 18	13 x 19
Regular (White)	\$0.10	\$0.12	\$0.15	-	-	\$0.20	-	\$0.25	-	-
Colored	\$0.12	\$0.14	\$0.17	-	-	\$0.22	-	-	-	-
Accent	\$0.15	\$0.17	\$0.20	\$0.25	\$0.30	\$0.25	\$0.28	\$0.30	\$0.35	\$0.40
Glossy	\$0.17	\$0.19	\$0.22	-	-	\$0.27	\$0.30	\$0.32	-	-
100#	-	-	-	-	-	\$0.27	\$0.30	\$0.32	-	-

PLOTTER (roll fed paper, for posters. No length limit)	Size (width)	24"	36"	42"	NCR	2 Part	3 Part	4 Part
	Matte or Glossy	\$5/foot	\$6/foot	\$7/foot		\$0.18	\$0.20	\$0.25

ADDITIONAL SERVICES

LAMINATION	Cost
Per Foot	\$1.25

MAILING SERVICES	Cost
Label Printing	\$0.05
Label Affixing	\$0.02
Hand Folding	\$0.05
Tab Affixing	\$0.02
Hand Inserting	\$0.02
Address Printing	\$0.02
Envelope Printing	\$0.05
Folding	\$0.01
Inserting	\$0.01
Sheet of Labels	\$0.30

CUTTING	Cost
\$0.01 x # of cuts x # of sheets	

BINDING	Cost
Coil	\$0.50
Spiral	\$0.50
Special Covers	\$0.50

FOLDING	Cost
Letter	\$0.01
Brochure	\$0.01
Half	\$0.01
Newsletter	\$0.01
Saddle Stitch	\$0.05
Hand Folding	\$0.05

HOLE PUNCH	2 Hole	3 Hole
Cost	\$0.01	\$0.01