

Print Services

Price Guide



Color Copies	Letter (8.5"x11") per side	For Legal (8.5"x14" & Tabloid (11"x17")) per side
1-9	50¢	75¢
10-99	40¢	60¢
100-199	30¢	45¢
200-499	20¢	30¢
500 +	18¢	27¢

Prices are for prints on 28# white recycled color copy paper. Printing on other paper types is additional.

Black & White Copies	Letter (8.5"x11") per side	For Legal (8.5"x14" & Tabloid (11"x17")) per side
1-2,000	7¢	14¢

Prices are for prints on 20# white recycled copy paper. Printing on other paper types is additional. Printing 2,000+ may result in a discount.

Staff Self-Serve	Letter (8.5"x11") per side	For Legal (8.5"x14" & Tabloid (11"x17")) per side
Black & White	4.4¢	8.8¢
Color	16¢	32¢

Business Cards	One-sided	Two-sided
250	\$30	\$60
500	\$40	\$80
1000	\$60	\$120

Name Tags	3.5"x2" with Magnetic Back	3.5"x2" with Pin Back
For Staff	\$16	\$16
For Students	\$16	\$16

Posters & Displays

Color or BW (up to 36" x 120")	\$3.50 per square ft.
Lamination (up to 24")	\$2 per linear ft.
Call for pricing, sizes and timelines for these projects:	
<ul style="list-style-type: none"> • Posters over 36"x36" • Lamination over 24" • Foamcore Mounting • Swag/Merchandise 	<ul style="list-style-type: none"> • Hanging or pop-up banners • Tablecloths • Signage

Finishing Options

Machine Saddle-Stitching (fold & staple)	15¢ per book
Saddle-Stitching by Hand (fold, assemble & staple)	\$4 per 5 minutes
Machine-Stapling	included in printing cost
Stapling by Hand	\$4 per 5 minutes
Machine 3-Hole Drilling	included in printing cost
Custom Drilling by Hand	1¢ per sheet + \$10 set-up fee
Machine Folding	1¢ per sheet + \$10 set-up fee
Folding by Hand	\$4 per 5 minutes
Cutting (per 100 sheets)	\$1 per cut
Padding	Call for pricing
Coil Binding	\$1.25 per small; \$2 per large
Custom Hand-Work (trimming, folding etc.)	\$4.00 per 5 minutes
Color Scanning	50¢ per side + \$5 set-up fee
B&W Scanning	7¢ per side + \$5 set-up fee
Split Billing (between accounts and/or payment types)	\$5

NOTE: For a formal estimate of your project, have all the details of your project ready request an estimate via our online estimate request form at pcc.edu/print-estimate

