

# State Printing & Mail Services Pricing Guide

## Effective July 1, 2020 through June 30, 2021

### Papers

Wide range of basic copy center papers

#### Tabbed dividers:

5 positions.....\$0.05 plus impression charge

#### Mylar Cover:

8 1/2" x 11".....\$.35 per cover

**Carbonless multi-part forms:** 2,3,4 or 5 part

### Document Scanning

Sheet Sizes	Minimum Prep Work	Extensive Prep Work
B/W 8 1/2" x 11" or 8 1/2" x 14"	.10	.15
Color 8 1/2" x 11" or 8 1/2" x 14"	.20	.25
B/W 11" x 17" (Tabloid)	.15	.20
Color 11" x 17" (Tabloid)	.25	.30
B/W Various Sizes	.30	.40
Color Various Sizes	.40	.50

\*One Indexing is included in the price. Additional indexing \$0.05 per indexed field.

### CD/DVD Duplication

CD: 1-500.....\$1.25 each

CD: 501-1000.....\$1.00 each

DVD: 1-500.....\$1.50 each

DVD: 501-1000.....\$1.25 each

\*Price includes disc and burning, impression charge will apply for direct print to disc.

Visit our web site for color and case options.

### Fulfillment Services

#### Mailing Envelope Inserting

Inserting single or multiple documents in standard envelopes:

\$0.095 includes standard #9, #10, warrant envelope (the .095

inserting rate includes inserting fee of 0.075 & envelope fee of 0.02)

Hand inserting.....\$0.25 per mail piece

### Finishing

Folding: .....\$10.00 per 1,000  
(single fold, letter, accordion, double parallel, gate fold)

Perforating: .....\$10.00 per 1,000

Scoring: .....\$10.00 per 1,000

Stapling: ..... no charge

Coil Spine:.....\$0.50 per Book

Tape Spine:.....\$0.50 per Book

Booklet Making: **Run Length Quantity** **Cost per Book\***

1-500.....\$0.20 per Book

501-1000 .....\$0.15 per Book

1001- & up.....\$0.10 per Book

\*Prices include collating, folding, stitching and 3 side trim.

3 or 5 hole punch:.....no charge

Padding.....\$0.05 per pad

Wafer Sealing: white or clear.....\$10.00 set up charge  
plus \$.01 per wafer seal

Example: Project with 5,000 pieces using 2 wafers each piece is:

\$10.00 + (5,000 pieces x 2 wafers each x \$0.01) = \$110.00.

### Packaging

Carton packaging.....\$1.20 per carton

Shrink-wrap..... \$0.20 per package

Hand inserting.....\$0.25 per piece

Rubber banding.....\$.05 per bundle

### Laminating: 8 1/2" x 11" Sheets

5 mil.....\$0.95 per sheet

10 mil.....\$1.25 per sheet

Contact us for an estimate on quantities over 50 sheets.

### Copy Center Black & White Printing

Price is determined by multiplying the quantity to be produced by the appropriate "cost per impression" amount.

**Cost per 8 1/2" x 11" impression.....\$0.09**

### Copy Center Full Color Printing

Price is determined by multiplying the quantity to be produced by the appropriate "cost per impression" amount.

**Cost per 8 1/2" x 11" impression.....\$0.20**

### On-Line Business Cards and Pocket Cards

	Quantity	250	500
Business Cards 1 color 1 side.....		\$16.25	\$18.25
Business Cards 2 color 1 side.....		\$21.50	\$23.50
Business Cards 1 color 2 sides.....		\$29.00	\$31.25
Business Cards 2 color 2 sides.....		\$38.25	\$40.75
Business Cards 2 colors front/1 color back.....		\$34.25	\$36.50
Business Cards 4 Color 1 side.....		\$24.75	\$39.50
Business Cards 4 Color 2 sides (flat).....		\$46.75	\$76.25
Business Cards 4 Color 2 sides (raised).....		\$62.25	\$93.25
Pocket Cards 1 color 1 side.....		\$26.25	\$35.50
Pocket Cards 2 color 1 side.....		\$33.75	\$43.00
Pocket Cards 4 Color 1 side.....		\$35.25	\$59.00
Pocket Cards 4 Color 1 side (raised).....		\$50.75	\$76.00
Raised lettering (additional charge per box).....		\$3.50	\$6.50
Special stock (additional charge per box).....		\$2.00	\$3.50

### Large Format Printing, Mounting, and Laminating

State Printing offers an expanded line of large format printing, mounting and laminating up to 42" wide. Estimates are provided based on cost per square foot.

(Example: 2' x 3' = 6 square feet - poster w/mounting and lamination...\$32.72)

A variety of printing substrates are available including presentation bond, photo paper and weather-resistant polypropylene and Tyvek. Mounting substrates include white or black foamcore, white or black PVC board and white or black gator board. Prints can be mounted to any flat surface up to 2" thick and up to 42" wide. Contact us at copy.center@das.ohio.gov or call 614-644-6385 for fast, accurate estimates.

#### Banner Stand (retractable)

Full color, free standing Banners with retractable base.

	Floor model	Tabletop model
36" x 90" with stand and case.....	\$161.95	12" x 16" with stand....\$25.00
Replace banner.....	\$63.95	Replace banner.....\$8.48

### Printed Envelopes

Use Black & White printing rates (above) to determine envelope cost.

**No.9:** 24# white woven, regular & window

**No 10:** 24# white woven, regular & windows

**Warrant:** 24# white woven or brown kraft; window;  
3 7/8" x 8 1/4" ~window size: 1 3/8" x 4 1/4"

#### Brown kraft:

9" x 12", 6" x 9" .....additional stock charge \$0.05\*

7 1/2" x 10 1/2" .....additional stock charge \$0.06\*

10" x 13" .....additional stock charge \$0.06\*

\* Additional stock charge is added to appropriate cost per impression.

(Minimum order of 2,500 for all envelopes)

### Mainframe Printing Services

High Speed Continuous Black & White Printing.....\$0.018

OAKS Warrants (includes printing and warrant stock).....\$0.048

### Commercial Printing Procurement Services 3.31% of sales.