



Black & White Copying & Printing

	Letter 8.5 x 11	Legal 8.5 x 14	Ledger 11x 17
1-499	16¢ ea.	17¢ ea.	23¢ ea.
500-999	13¢ ea.	14¢ ea.	18¢ ea.
1,000-9,999	10¢ ea.	11¢ ea.	14¢ ea.
10,000-19,999	9¢ ea.	10¢ ea.	10¢ ea.
20,000+	8¢ ea.	9¢ ea.	11¢ ea.

Colour Copying & Printing

	Letter 8.5 x 11	Legal 8.5 x 14	Ledger 11x 17
1-499	54¢ ea.	66¢ ea.	98¢ ea.
500-999	53¢ ea.	64¢ ea.	96¢ ea.
1,000-2,999	48¢ ea.	59¢ ea.	91¢ ea.
3,000-4,999	41¢ ea.	42¢ ea.	74¢ ea.
5,000-7,999	36¢ ea.	33¢ ea.	64¢ ea.
8000 +	31¢ ea.	27¢ ea.	58¢ ea.

Binding

	1-10 Units	11-20 Units	20+ Units
Coil letter size < 16mm	\$5.19ea.	\$4.99ea.	\$4.59ea.
Coil letter size > 16mm	\$6.19ea.	\$5.99ea.	\$5.59ea.

Extras

3 Hole Punch	03¢ per sheet
File Scanning	16¢ per sheet
Opening Digital Files	25¢ per file first 5 free

Business Cheques

	Manual	Laser
100.....	\$99.00	
200.....	\$109.00	
250.....	\$119.00.....	\$142.00
500.....	\$167.00.....	\$175.00
1000.....	\$215.00.....	\$239.00
2000.....	\$339.00.....	\$375.00

Lamination

Standard Letter size 3 mil.....	\$2.29 ea.
Standard Legal size 3 mil.....	\$2.79 ea.
Standard Ledger size 3 mil.....	\$3.29 ea.
Business Card Lamination	\$1.99 ea.

Fax Services

Local Transmission.....	\$1.50 per page
Long-distance Transmission.....	\$2.29 per page
International Transmission.....	\$5.99 per page

Business Cards

Black & White Business Cards.....	from \$22.99 per 250
Colour Business Cards.....	from \$49.99 per 250
Custom Business Cards.....	from \$20.00 extra

Letterheads, Envelopes, & Forms

Custom Letterhead.....	from \$91.95 per 500
#10 envelopes, Black Ink.....	from \$80.00 per 500
Labels.....	from \$1.20 per sheet
NCR Invoices	from \$90.95 per 250

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