



Finishing Rates

Service Sub Category	Master Service	Unit Price	Unit Measurement
ASSEMBLY	POD-CHARGE	\$ 0.01	per sheet
BINDING	SPIRAL PUNCH & BIND <= 25MM	\$ 0.75	per book
BINDING	SPIRAL PUNCH & BIND >25MM	\$ 1.75	per book
BINDING	SPIRAL REBIND	\$ 0.50	per book
BINDING	SPIRAL UNBIND	\$ 0.50	per book
BINDING	THERMAL BINDING	\$ 0.75	per book
CREASING	MACHINE	\$ 0.05	per sheet
CUTTING	MACHINE-PER CUT	\$ 1.10	per lift
DRILLING	3-HOLE-PER SHEET	\$ 0.06	per sheet
ENVELOPE INSERTION	HAND	\$ 0.05	each
EQUIPMENT	SET-UP	\$ 50.00	per set up
FOLDING	HAND	\$ 0.05	per sheet
FOLDING	MACHINE	\$ 0.02	per sheet
INSERT SHEET	HAND	\$ 0.04	per sheet
LABELING	HAND	\$ 0.06	per label
LABOUR - GENERAL	General	\$ 35.50	per hour
LABOUR - GENERAL	PADDING SET-UP (CARBONLESS)	\$ 5.00	per set up
LABOUR - GENERAL	PADDING SET-UP (STANDARD)	\$ 5.00	per set up
LAMINATING	CLEAR 11 X 17	\$ 1.93	per sheet
LAMINATING	CLEAR 8.5 X 11	\$ 1.07	per sheet
LAMINATING	CLEAR 8.5 X 14	\$ 1.34	per sheet
PADDING	GENERAL-PER PAD	\$ 0.25	per pad
PADDING	CARBONLESS FAN-APART	\$ 0.01	per sheet
PERFORATING	MACHINE	\$ 0.03	per sheet
SCORING	MACHINE	\$ 0.03	per sheet
SHRINK WRAPPING	PER WRAP	\$ 0.20	per package
STAPLING	HAND	\$ 0.04	per staple
STAPLING	ONLINE	\$ 0.01	per staple
STAPLING	ONLINE X2	\$ 0.02	per set
STAPLING	SADDLE-STITCH - HAND	\$ 0.25	per set
STAPLING	SADDLE-STITCH - ONLINE	\$ 0.15	per set
OVERTIME	SUNDAY/HOLIDAY RATE	\$ 71.00	per hour
OVERTIME	WEEKDAY/SATURDAY RATE	\$ 55.00	per hour
XEROX SERVICES	ON CALL SERVICES	\$ 150.00	per request
XEROX SERVICES	STANDBY	\$ 200.00	per request
LAMINATING - Wide Format	1.7 Mil Per Sq. Foot	\$ 3.75	per square foot
LAMINATING - Wide Format	3.0 Mil Per Sq. Foot	\$ 5.75	per square foot
BINDING - Wide Format	White/Black Foamcore	\$ 6.50	per square foot
BINDING - Wide Format	White Gator Board	\$ 8.50	per square foot
BINDING - Wide Format	Plastic Framing	\$ 0.50	per linear foot
BINDING - Wide Format	Grommets	\$ 3.50	each
BINDING - Wide Format	Velcro Dots	\$ 1.25	each