

# University of Houston Clear Lake

## General Support Services

### **BLACK COPIES/PRINTS**

#### White Paper

.10¢ per copy	8.5x11
.20¢ 100% Cotton	8.5x11
.15¢ per copy	8.5x14
.20¢ per copy	11x17
.25¢ per copy	12x18

#### Color Paper 20#

.15¢ per copy

#### Color Copies/Prints

20# Bond 8.5x11	\$1.00
20# Bond 11x17	\$1.50
Gloss Text 8.5x11	\$1.25
Gloss Cover 8.5x11	\$1.50
Gloss Text 12x18	\$2.50
Gloss Cover 12x18	\$3.00

8.5x11 Bond \$1.00 for first 100/50¢ after  
 8.5x11 Gloss Text \$1.25 for first 100/60¢ after  
 8.5x11 Gloss Cover \$1.50 for first 100/75¢ after

Scans \$2.00 (first page) .10¢ ea after page

#### Color Posters

\$75.00 each 42"x48"  
 \$40.00 each 24"x36" with bleeds  
 \$28.50 each 18"x24" with bleeds

#### Business Cards

1000 3-color front/back	\$90.00
500 3-color front/back	\$80.00
250 3-color front/back	\$70.00

#### Letterheads

500 3-color \$279.00

#### Blank Envelopes

500 #10 Regular-Blank	\$21.00
500 #10 Window-Blank 250	\$23.00
A-7 Blank	\$19.00

#### Printed Envelopes

500 #10 Regular or Window Black Print	\$125.00
500 #10 Regular or Window 3-color Print	\$248.00
250 A-7 Black Print	\$75.00
250 A-7 3-color Print	\$125.00

#### NCR Forms 8.5x11

5002-Part	\$142.00
500 3-Part	\$213.00

#### Copy Paper per Case

White 20# Copy Paper 8.5x11	\$59.00 (5000)
White 20# Copy Paper 8.5x14	\$83.50 (5000)
White 20# Copy Paper 11x17	\$59.00 (2500)

Prices effective November 1, 2022

All work must be in compliance of the Copyright Law

### **BINDING**

#### GBC Velobind

\$3.00

#### GBC Spiral Binding

1/4" to 3/8"	\$3.00
7/16" to 9/16"	\$3.50
5/8" to 7/8"	\$4.00
1" to 1 1/4"	\$4.50
1 1/2" to 2"	\$5.00

#### Black Vinyl Covers/Clear Covers

\$1.00 each

#### Laminating

8.5x11	\$2.00
11x17	\$3.00
Poster Size	\$8.00

#### Blank Paper

Bond Single Sheets	.05¢ Each
Cover Single Sheets	.10¢ Each
20# White 8.5x11	\$12.00 (500)
20# White 8.5x14	\$14.00 (500)
20# White 11x17	\$19.00 (500)
20# Color 8.5x11	\$14.00 (500)
32/80# Cougar Text White 8.5x11	\$21.00 (250)
67# White Cover 8.5x11	\$22.00 (250)
67# Color Cover 8.5x11	\$23.00 (200)
100# Cougar Cover White 8.5x11	\$20.00 (250)
60# Astrobright Text 8.5x11	\$18.00 (500)
65# Astrobright Cover 8.5x11	\$22.00 (250)

#### FAX SERVICE

Local: \$1.00 -1st page & .50¢ for each additional page  
 Long Distance: \$2.00 -1st page & .50¢ for each additional page  
 All incoming receptions \$1.00

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 Hours: Monday-Friday 8:00 to 5:00