

Spring 2011

services & price lists

speed
black & white or
color copies
menus
large format, copies
bags laminating
engineering drawings
photo enlargements
booklets & posters
trade show backdrops
reports & art prints
labels brochures
scanning, signage
business cards
graphics



Bayshore



Services

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INSIDE BAYSHORE OFFICE PRODUCTS

603 Commercial Avenue • Anacortes, Washington 98221 • 360-293-4669 • 800-221-2124 • Fax 360-293-4660
printshop@bayshoreoffice.com • www.bayshoreoffice.com

Making a PDF from your file

If you are using a program on your computer that we can't use for printing, try making a PDF using "Cute PDF" — it's free!

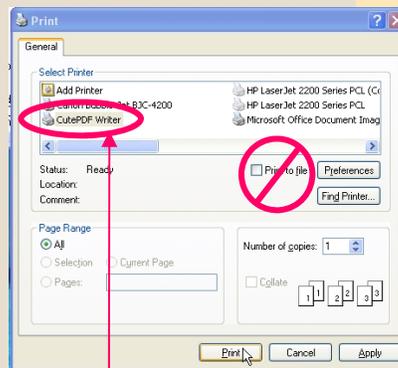
A. Download the Cute PDF software

1. Go to www.cutepdf.com
2. Look for the **CutePDF Writer (freeware)** area, and click the **Free Download** button
3. Save file "CuteWriter.exe" (It will probably land on the desktop)
4. Doubleclick the CuteWriter icon to install it. It will launch a setup Wizard. (*Accept the license — it tells you that you may make copies of it and give it to others, but you can't sell it or ask for donations for it. It also says that the product is distributed "As Is", and doesn't guarantee that it will run completely error-free. So if it fights with something else you have already installed, you're on your own!*)
5. Continue with the setup. It will eventually ask your permission to download and install a free converter (PS2PDF). Accept this and download it. It will finish the installation on its own.

(NOTE — there is a "Professional" version available which has more features, but it's not free.)

B. When the installation is complete, it will open an instruction window in your web browser. In case you don't want to memorize the instructions, here they are:

1. Open your original document.
2. Either select PRINT from your file command or type Control-P, to bring up a Print dialog box.
3. Select **CutePDF Writer** as the Printer. (DO NOT select "Print to file" option)
3. You will get a Save As dialog box asking you where you'd like to save the PDF file. Choose a location on your hard drive, then click on Save.
4. Go to that folder to find your finished PDF file!



Can we print your file?

Accepted Media:

- ◆ CD or DVD
- ◆ 3¹/₂" floppy disk
- ◆ USB flash drives
- ◆ some flash memory cards (check first to be sure we can read yours).
- ◆ Email (up to 5 MB) to printshop@bayshoreoffice.com

Accepted programs/formats

- ◆ Adobe PDF (.PDF) (choose "High Quality Print" setting; embed all fonts)
- ◆ MS Word 2003 (.DOC; .DOT)
- ◆ MS Excel (.XLT)
- ◆ MS Publisher 2003 (.PUB)
- ◆ MS PowerPoint (.PPT)
- ◆ Graphic formats including JPG; .GIF; .TIF; .BMP; .PSD
- ◆ Rich Text Format (RTF)
- ◆ Adobe Illustrator (.AI or .EPS) (*convert fonts to outline*)
- ◆ Adobe InDesign (.INDD) (*Windows platform— if Mac, we may use to substitute fonts. Be sure to use "Package" function to be sure all linked files and fonts are included.*)

Prices for digital printing are the same as our copy prices (see back page), based on ready-to-print files. (Prep work billed hourly.)

FREE Local Pickup and Delivery of your copy job to any location in Anacortes.

We can also ship your completed order by UPS.

Binding

Manuals, reports, books, any multi-page document that needs more than a paper clip to keep it together

3-Ring Binding

(Available on Office Products side of shop)

3-ring clear view binder in white or black 8 1/2 x 11 paper only				
Size	Page Capacity	Price Each by Quantity:		
		1-11	12-47	48+
Economy 3-Ring Clear View Binders				
1/2" CSVRING050	100	\$3.99	\$3.69	\$3.39
1" CSVRING100	175	\$4.99	\$4.69	\$4.39
1 1/2" CSVRING150	250	\$5.99	\$5.69	\$5.39
2" CSVRING200	375	\$6.99	\$6.69	\$6.39
3" CSVRING300	500	\$7.99	\$7.69	\$7.39
Premium 3-Ring Clear View Binders (hidden rivet construction)				
1/2" CSCPRIING050	100	\$4.99	\$4.69	\$4.39
1" CSCPRIING100	175	\$5.99	\$5.69	\$5.39
1 1/2" CSCPRIING150	250	\$6.99	\$6.69	\$6.39
2" CSCPRIING200	375	\$7.99	\$7.69	\$7.39
3" CSCPRIING300	500	\$8.99	\$8.69	\$8.39

Booklets up to 80 pages, printed on ledger-size and folded to letter-sized

(Note: many projects can be folded and stapled mechanically. Add a penny apiece for the staples. Ask whether your project will be automatically or mechanically finished.)

Booklet Staple ("saddle stitch")

8 1/2 x 11 or 11 x 17 paper only (Added to cost of copy job)	Each booklet
Manual 1/2 Fold + Saddle Stitch + Face Trim (20 sheets + cover max) CSBOOK1	.50
Manual 1/2 Fold + Saddle Stitch (20 sheets + cover max) CSBOOK2	.45
In-Machine Saddle Stitch (15 sheets max) 2 staples per book CSSTAPLEM	.02

ThermaBind

White* Adhesive Spine, Clear Front
8 1/2 x 11 paper only; Front & back covers with spine

Pages	Order Number	Each
1/8" (5-30 sheets)	CSTHERM013	\$2.39
1/4" (25-60 sheets)	CSTHERM025	\$2.59
3/8" (55-90 sheets)	CSTHERM038	\$2.79
1/2" (85-120 sheets)	CSTHERM050	\$2.99

*1/8" also available in black

Comb / Velo Binding

Variety of cover styles available
8 1/2 x 11 paper only; Front & back covers with spine

Size	Page Capacity	Each
CSCOMB025	1/4" comb or velo: 25 sheets with covers	\$2.99
CSCOMB031	5/16" comb or velo: 40 sheets with covers	\$3.29
CSCOMB038	3/8" comb or velo: 55 sheets with covers	\$3.59
CSCOMB050	1/2" comb or velo: 85 sheets with covers	\$3.89
CSCOMB075	3/4" comb or velo: 150 sheets with covers	\$4.29
CSCOMB100	1" comb or velo: 200 sheets with covers	\$4.59
CSCOMB150	1 1/2" comb: 320 sheets with covers	\$5.99
CSCOMB200	2" comb: approx. 400 sheets with covers	\$6.69

Spiral / Wire Binding

CSCOMB025	6mm spiral or wire: 31 pages	\$2.99
CSCOMB031	8mm spiral: 46 pages	\$3.29
CSCOMB038	10mm spiral or wire: 70 pages	\$3.59
CSCOMB050	12mm spiral or wire: 86 pages	\$3.89
CSCOMB075	14mm spiral or wire: 109 pages	\$4.29
CSCOMB100	18mm spiral: 140 pages (tight)	\$4.59
CSCOMB150	20mm spiral: 160 pages	\$5.99
CSCOMB200	25mm spiral: 200-220 pages	\$6.69

Reports and other documents, staple only (unfolded)

Top or Corner staple

Machine Staple CSSTAPLEM	50 sheets max, in copy run	.01
Hand Staple CSSTAPLEH	Heavy duty or complex job	.04
Power Staple CSSTAPLEP	Up to 20 sheets	.02

Scanning/Archiving

Engineering Drawings & Blueprints

Automatic Document Feeder Scans <i>Black & White or Color, up to 11" x 17"</i>		
Order #	Quantity	Each
Single Sided CSSCANA1	1-99	.25
	100-499	.15
	500+	.10
Double Sided CSSCANA2	1-99	.49
	100-499	.29
	500+	.19

Manual Scans <i>For all photos and any wrinkled, fragile or odd-sized originals No color correction included Black & White or Color, up to 11" x 17"</i>	
Single Sided CSSCANM1	.50
Double Sided CSSCANM2	.99

Blueprint Scans <i>Black & White only, up to 36" wide</i>	
CSSCANMB1	1.00

Photos & Artwork

For art cards, business cards, large format Canon prints <i>Up to 10.75" x 16.75"</i>	
Scan, size, crop, basic optimization CSBCPHOTO	\$5.00
Oversized image scan splicing, retouching, restoration, other custom image work	Add \$40/hr 15 minute minimum

Scanned Document Archiving

All scanned documents are saved as Adobe PDF with no OCR <i>Must choose at least one</i>		
	Quantity	Each
Burn to CD	Unique or Master Copy CSCDRBURN1	\$3.95
	Additional copies of master CSCDRBURN2	\$1.95
Burn to DVD	Unique or Master Copy CSDVDRBURN1	\$5.95
	Additional copies of master CSDVDRBURN2	\$3.95
Floppy Disk	3 1/2" 1.44mb WIN CSFLOPPY	\$1.95
Other	Save to removable media or E-mail CSDASAVE	\$1.95

Laminating

Size	Thickness	Price
8 1/2" x 11" (Letter) CSLAM811	5 mil / 10 mil	\$2.25
8 1/2" x 14" (Legal) CSLAM814	5 mil / 10 mil	\$2.75
11" x 17" (Ledger/Menu) CSLAM1117	5 mil / 10 mil	\$3.50
Business Card CSLAMBC	5 mil	\$1.25
Credit Card CSLAMCC	5 mil	\$1.50
Luggage Tag/ID Card CSLAMLT	5 mil	\$1.75
26" wide (roll) CSLAMROLL	3 mil	\$2.00 per foot

WARNING: laminating is done at over 200° F and will damage anything which is heat-sensitive, e.g. ultrasound images and thermally-printed concert tickets.

Cutting

Machine Cut (2-1/2" stack or under)	
Minimum (up to 3 cuts) CSCUTMIN	\$3
Additional cuts CSCUTADDL	\$1 per cut
Manual cut (1/2" stack or under)	
1-3 cuts	\$5.00
4-6 cuts	\$10.00

Scoring/Folding

SETUP	Sheets CSSCOREM or CSFOLDM	Price per sheet
Each new setup: \$3.00 CSSCORESET Or CSSFOLDSET	1-49	.05
	50-99	.04
	100-499	.03
	500+	.02

MACHINE SCORE: 8 1/2 x 11 (letter)
or 11x17 (vertical score only)

MACHINE FOLD: 8 1/2 x 11 (letter)
8 1/2 x 14 (legal)
11x17 (ledger)

Folding options: 1/2 fold • 1/3 C-fold • Z-fold

Scoring, Cutting

Scoring or Folding

MACHINE SCORE: 8½ x 11 (letter)
or 11x17 (vertical score only)

MACHINE FOLD: 8½ x 11 (letter)
8½ x 14 (legal)
11x17 (ledger)

Setup options: 1/2 fold
1/3 C-fold
Z-fold

SETUP	Sheets <i>CSSCOREM</i> or <i>CSFOLDM</i>	Price per sheet
Each new setup: \$3.00 <i>CSSCORESET</i> Or <i>CSSFOLDSET</i>	1-49	.05
	50-99	.04
	100-499	.03
	500+	.02

Cutting

Machine Cut (2-1/2" stack or under)	
Minimum (up to 3 cuts) <i>CSCUTMIN</i>	\$3
Additional cuts <i>CSCUTADDL</i>	\$1 per cut
Manual cut (1/2" stack or under)	
1-3 cuts	\$5.00
4-6 cuts	\$10.00

Folding

Machine folding can be used for single and double folds on letter, legal and ledger-sized text-weight paper.

Non standard sizes or folds must be done by hand.
(.05 per fold)

Folding

MACHINE FOLDS 8½ x 11 (letter), 8½ x 14 (legal) or 11x17 (ledger)		
SETUP	Sheets (of same fold)	Price per sheet
Each new setup: \$3.00 <i>CSFOLDSET</i>	1-49 <i>CSFOLDM</i>	.05
	50-99 <i>CSFOLDM</i>	.04
	100-499 <i>CSFOLDM</i>	.03
	500+ <i>CSFOLDM</i>	.02
Setup options: • 1/2 fold • 1/3 C-fold • Z-fold		

HAND FOLDING (non-standard sizes or non-standard folds)		
Each Sheet	<i>CSFOLDH</i>	.05

Engineering Copies/Blueprints

Wide format CAD or line art from original prints or digital files.
Documents can also be saved to disk or emailed
(see Scanning/Archiving section, page 5)

Black & White Line Art			
20# Uncoated Bond Paper			
Quantity	1-49	50-99	100+
Arch C 24" x 18" <small>CSENG1824B</small>	\$1.00	.85	.75
Arch D 36" x 24" <small>CSENG2436B</small>	\$1.75	\$1.50	\$1.30
Arch E 48" x 36" <small>CSENG3648B</small>	\$3.50	\$3.00	\$2.75
Other Size Options (printed on 24" or 36" rolls)			
24" Width <small>CS24BOND</small>	.50 per linear foot		
36" Width <small>CS36BOND</small>	\$1 per linear foot		
Other Media Options			
Wide Format Reduced to 11" x 17" <small>CSE1117</small>	\$1.00 each		
24" Vellum 100% cotton <small>CSVELLUM</small>	Add .50 per foot to price of copies		
4mil Mylar Double-Matte <small>CSMYLAR</small>	Add \$1.50 per foot to price of copies		
Rite in the Rain™ all-weather paper			
Arch C 24" x 18" <small>CSENG1824RR</small>	1-49: \$1.95 ea 50-99: \$1.85 ea 100+: \$1.75 ea		
Arch D 36" x 24" <small>CSENG2436RR</small>	1-49: \$2.95 ea 50-99: \$2.75 ea 100+: \$2.55 ea		
Arch E 48" x 36" <small>CSENG3648RR</small>	1-49: \$5.95 ea 50-99: \$5.55 ea 100+: \$5.25 ea		

Grayscale or Color Line Art*			
Grayscale 24" Coated Inkjet		Color on 24" Inkjet Bond	
Arch C 24" x 18" <small>CSCB2418IC</small>	\$1.25	Arch C 24" x 18" <small>CSCC2418IB</small>	\$1.75
Arch D 36" x 24" <small>CSCB3624IC</small>	\$2.25	Arch D 36" x 24" <small>CSCC3624IB</small>	\$3.25
Arch E 48" x 36" <small>CSCB4836IC</small>	\$4.00	Arch E 48" x 36" <small>CSCC4836IB</small>	\$6.75
Black & White on 24" Semi-Gloss Inkjet		Color on 24" Coated Inkjet	
Arch C 24" x 18" <small>CSCB2418IG</small>	\$1.75	Arch C 24" x 18" <small>CSCC2418IC</small>	\$2.00
Arch D 36" x 24" <small>CSCB3624IG</small>	\$3.00	Arch D 36" x 24" <small>CSCC3624IC</small>	\$3.75
Arch E 48" x 36" <small>CSCB4836IG</small>	\$5.75	Arch E 48" x 36" <small>CSCC4836IC</small>	\$7.50
		Color on 24" Semi-Gloss Inkjet	
		Arch C 24" x 18" <small>CSCC2418IG</small>	\$2.50
		Arch D 36" x 24" <small>CSCC3624IG</small>	\$4.00
		Arch E 48" x 36" <small>CSCC4836IG</small>	\$8.75

*Limited to CAD/Line Art images only,
at less than 75% accumulated
coverage for all colors. No
photographs/posters/signs at these
rates. High-coverage drawings may
incur an additional charge.

DIGITAL FILES:

- ◆ For black & white KIP prints, PLT is preferred
- ◆ For color CAD prints, PDF is preferred

Other Accepted File Formats:

- ◆ .TIF or .JPG (high resolution)
- ◆ .DWF (Autocad)
- ◆ .PLT (Autocad/HPGL)
- ◆ .PDF may be used for KIP prints



Free PDF creators are available at
www.pdf995.com and
www.cutepdf.com
(see page 3 for details)

Wide Format Color Printing

Media Options

Our wide format media is available in 24" and 36" widths (Most types are available in 44" by special order). Length can be whatever is needed, since the media comes on rolls.

What you want:	Try this medium
Photographic prints	Photo paper (gloss or matte)
Art prints	watercolor paper (smooth or textured) or canvas (glossy or matte)
Temporary use signs, papers to be written on	Heavyweight or Extra Heavyweight ("proofing") bond paper
Signs or banners (indoor or temporary outdoor)	The 24" wide bond paper can be laminated for extended indoor use, or for short term outdoor use.
Window displays (Viewable from either side)	Backlit Film (has a repositionable adhesive, and enough body to it to prevent curling or bubbling, making it easy to apply to your shop windows)
Trade show banners, kiosk or roll-up displays or indoor promotional banners	Heavyweight Block-Out film or the lighter Polypro Banner material
Lightweight, translucent flags, backlit window displays, draped banners	Polyester Fabric

Photo Paper (Glossy or Matte)

Intelliccoat 10 ml photobase Siena 250G glossy or 250L low luster
or

Coated Bond Paper

Available in several weights

Price per square inch	2.5¢ per sq in. 1-4 prints	2.3¢ per sq in. 5-9 prints	2¢ per sq in. 10+ prints
Sample Sizes	(price each) CSSIEN1	(price each) CSSIEN2	(price each) CSSIEN3
14" x 18" 252	\$6.30	\$5.80	\$5.04
16" x 20" 320	\$8.00	\$7.36	\$6.40
18" x 24" Arch C 432	\$10.80	\$9.94	\$8.64
22" x 28" 616	\$15.40	\$14.17	\$12.32
24" x 30" 720	\$18.00	\$16.56	\$14.40
26" x 32" 832	\$20.80	\$19.14	\$16.64
24" x 36" Arch D 864	\$21.60	\$19.87	\$17.28
26" x 36" 936	\$23.40	\$21.53	\$18.72
36" x 48" Arch E 1728	\$43.20	\$39.74	\$34.56
48" x 96" 4608	\$115.20	\$105.98	\$92.16

Fine Art Papers* (Watercolor • Canvas)

and other special media**

Backlit Film • Block-out Film • Polypro Banner

Price per square inch	3.5¢ per sq in. 1-4 prints	3.3¢ per sq in. 5-9 prints	3¢ per sq in. 10+ prints
Sample Sizes	(price each) CSVER1	(price each) CSVER2	(price each) CSVER3
14" x 18" 252	\$8.82	\$8.32	\$7.56
16" x 20" 320	\$11.20	\$10.56	\$9.60
18" x 24" Arch C 432	\$15.12	\$14.26	\$12.96
22" x 28" 616	\$21.56	\$20.33	\$18.48
24" x 30" 720	\$25.20	\$23.76	\$21.60
26" x 32" 832	\$29.12	\$27.46	\$24.96
24" x 36" Arch D 864	\$30.24	\$28.51	\$25.92
26" x 36" 936	\$32.76	\$30.89	\$28.08
36" x 48" Arch E 1728	\$60.48	\$57.02	\$51.84
48" x 96" 4608	\$161.28	\$152.06	\$138.24

*Notes on Fine Art media:

- **Watercolor paper:** 100% cotton, long-term fade resistance. Acid-free and lignin-free, high archival quality. Mould-made, cold press, water resistant coating. Available in textured or smooth finish.
- **Matte Canvas:** 20 mil 100% cotton artist canvas with all of the natural texture for fine art canvas reproductions. Provides image stability for generations.
- **Gloss Canvas:** high-gloss 20 mil poly/cotton blend canvas for high quality digital output. Excellent color gamuts and image stability.

Photographic and fine art prints, signs, technical illustrations, diagrams
trade show banners, promotional signage, POP displays

About our Wide Format Printer

We like to brag about this printer; it does beautiful work!
The Canon iPF 8000 12-color, 1200 dpi inkjet printer produces
brilliant color and amazing detail.

We use archival Lucia Pigmented Inks for fade resistance. Handle
the prints with the same care you'd handle any fine art print or
photograph, and they will last for decades.

We print trade show displays!

Polyester Fabric				
Intellicoat FAB6 6.8 mil polyester cloth				
Also available with adhesive backing (Fab-Tac)				
Price per square inch		7.5¢ per sq in. 1-4 prints	7.3¢ per sq in. 5-9 prints	7¢ per sq in. 10+ prints
Sample Sizes		(price each) CSPOLY1	(price each) CSPOLY2	(price each) CSVPOLY3
14" x 18"	252	\$18.90	\$17.64	\$16.38
16" x 20"	320	\$24.00	\$22.40	\$20.80
18" x 24" Arch C	432	\$32.40	\$30.24	\$28.08
22" x 28"	616	\$46.20	\$43.12	\$40.04
24" x 30"	720	\$54.00	\$50.40	\$46.80
26" x 32"	832	\$62.40	\$58.24	\$54.08
24" x 36" Arch D	864	\$64.80	\$60.48	\$56.16
26" x 36"	936	\$70.20	\$65.52	\$60.84
36" x 48" Arch E	1728	\$129.60	\$120.96	\$112.32
48" x 96"	4608	\$345.60	\$322.56	\$299.52

**Notes on Special Media:

- **Backlit Film:** EasyTack SA 225 gloss 6 mil polyester film
- **Block-out Film:** Pos Pro + 200 10.4 mil block-out polyester film
- **Polypro Banner:** Intellicoat 8 mil glossy polypropylene banner material

Setup Rates

Ready-to-print digital files

If your file is ready to print, just tell us the type of media you want and the size you want it— all you pay for is the media. If your files are *not* ready to print, we can either adjust them at our setup rate, or let you know what must be changed so you can revise them yourself.

Basic Production Setup \$20/hr

- **TYPESSETTING, BASIC LAYOUT**
- **GANGED IMAGES:** multiple prints of same image grouped on a single sheet and manually cut apart.
- **CROPPING:** images can be cropped and sized as needed
- **SIZING:** "print to fit" incurs no fee. Setup rate will be applied if the file must be reworked.

Fine Art & Design Setup \$40/hr

- **COLOR CORRECTION:** some color-critical files require extended fine tuning beyond the basic optimization. Fine art pieces which need to match the original are one example.
- **FULL DESIGN SERVICE:** consulting and planning for a complete graphic treatment, from a single piece to a complete package of marketing materials.

Business Cards

Business card orders must be paid upon approval of proof, except those ordered on a Bayshore account. Minimum order for package price: 500 cards

Other Charges

Scanning & adding Photographs

\$5⁰⁰ per image
CSBCPHOTO
 Photographs supplied as prints will be assessed a scanning fee of \$5.00. Maximum size 11" x 17"; must be free from any framing or mounting that would interfere with a clean scan. (No extra charge for ready-to-use digital images provided by email, CD or flash drive.)

Art Touchup— \$40/Hr (Minimum \$10⁰⁰)

CSDESIGN
 Touchup, restoration, color alteration, editing (such as removing phone wires, etc.) (No extra charge for resizing or cropping.)

Stock Back Copy

Choice of appointment notice or calendar design (see below). (Custom back copy priced same as front side)

Qty: 500—\$20⁰⁰

CSBCBACK10

Qty: 1000—\$26⁰⁰

CSBCBACK11

Stock Back Copy Options

APPOINTMENT

FOR _____

ON _____ AT _____ O'CLOCK

TO SEE _____

If unable to keep this appointment, please call.

M _____

HAS AN APPOINTMENT

MON. TUE WED. THUR. FRI. SAT.

_____ AT _____ A.M.
P.M.

If unable to keep this appointment, kindly give 24 hours notice.

Black Print Only

PAPER	QUANTITY			
Standard White (non-gloss)	500	\$22 ⁰⁰	1000	+1000 more of same \$23 ⁰⁰
	<i>CSBC1050</i>		<i>CSBC1010</i>	
Gloss White	500	\$30 ⁰⁰	1000	+1000 more of same \$23 ⁰⁰
	<i>CSBC2050</i>		<i>CSBC2010</i>	
Colored	500	\$28 ⁰⁰	1000	+1000 more of same \$28 ⁰⁰
	<i>CSBC3050</i>		<i>CSBC3010</i>	

Color Print

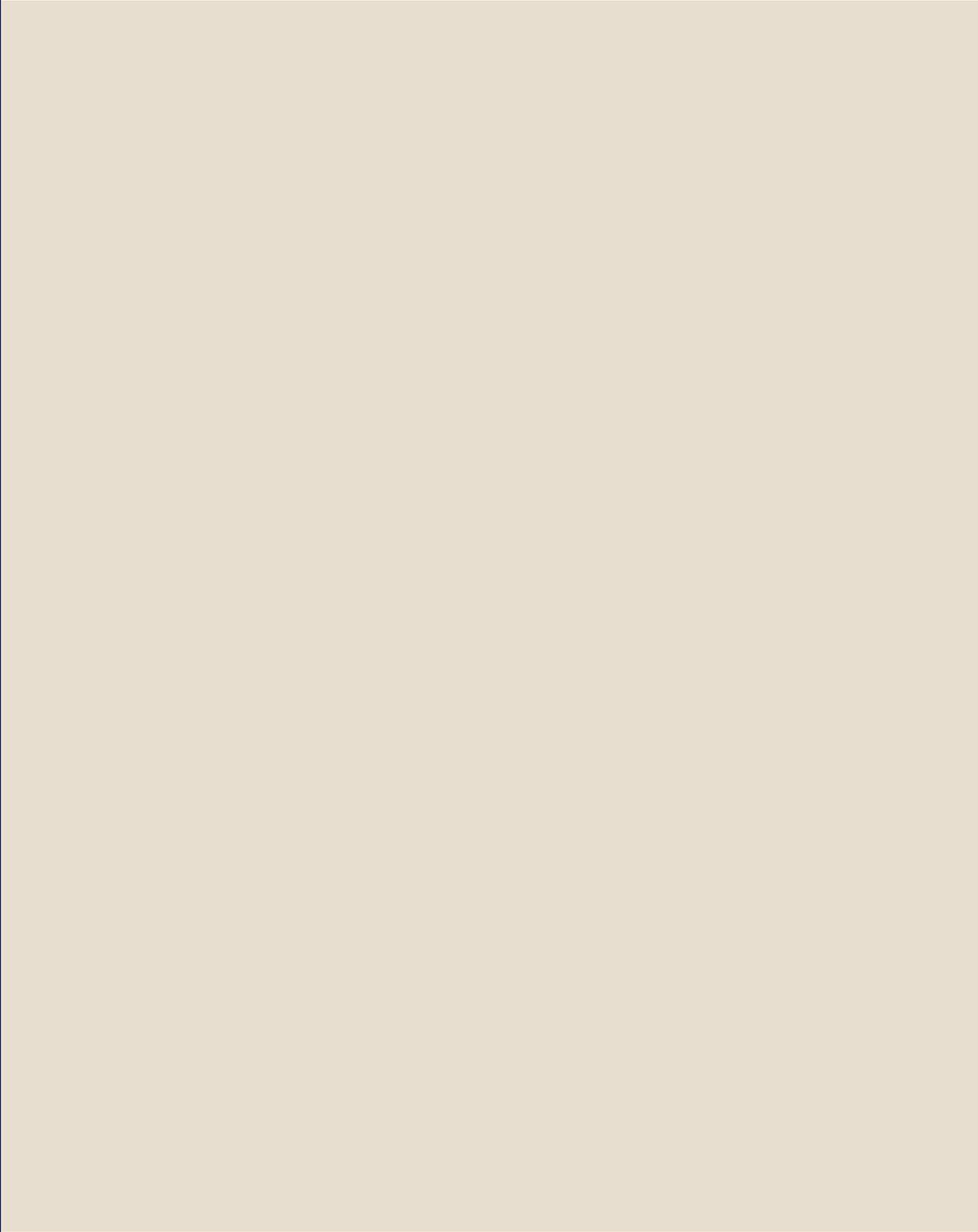
With No Background Print

PAPER	QUANTITY			
Standard White (non-gloss)	500	\$34 ⁰⁰	1000	+1000 more of same \$36 ⁰⁰
	<i>CSBC1150</i>		<i>CSBC1110</i>	
Gloss White	500	\$42 ⁰⁰	1000	+1000 more of same \$48 ⁰⁰
	<i>CSBC2150</i>		<i>CSBC2110</i>	
Colored	500	\$40 ⁰⁰	1000	+1000 more of same \$44 ⁰⁰
	<i>CSBC3150</i>		<i>CSBC3110</i>	

Color or Black Print

with Printed Background

PAPER	QUANTITY			
Standard White (non-gloss)	500	\$46 ⁰⁰	1000	+1000 more of same \$52 ⁰⁰
	<i>CSBC1250</i>		<i>CSBC1210</i>	
Gloss White	500	\$54 ⁰⁰	1000	+1000 more of same \$64 ⁰⁰
	<i>CSBC2250</i>		<i>CSBC2210</i>	
Colored	500	\$52 ⁰⁰	1000	+1000 more of same \$60 ⁰⁰
	<i>CSBC3250</i>		<i>CSBC3210</i>	



**Gloss paper is coated on one side only; the uncoated side can be written on easily.*

Note Cards

Prices shown include:

- 1 image scan
- basic setup (15 minutes)
- printing
- scoring
- cutting

Your final cost may vary depending on how you chose to customize your cards.

Please ask for a quote for other quantities.

Half sheet size cards also available.

Prices are the same as 5x7 cards minus \$3.00 for up to 250 cards. (Discount is because no trimming is required.)

Envelopes available in boxes of 100 only.
\$12.33
C0198

Quarter Sheet Cards (Folded size: 5 1/2" x 4 1/4")

OUTSIDE	INSIDE	24 CARDS	50 CARDS	100 CARDS	200 CARDS
BLACK	Blank	\$18.28	\$20.25	\$25.00	\$31.00
BLACK	BLACK	\$19.12	\$22.50	\$27.50	\$36.00
COLOR	Blank	\$20.92	\$26.25	\$34.00	\$45.00
COLOR	BLACK	\$21.76	\$26.80	\$37.50	\$50.00
COLOR	COLOR	\$24.40	\$31.50	\$40.50	\$64.00

Prices shown are for standard matte white card stock

Upgrade to gloss white or color card stock	Add	Add	Add	Add
	\$.96	\$ 2.00	\$ 4.00	\$ 10.00

ENVELOPES	Singles	Pack of 100	Box of 500
A2 (fits qtr.-sheet cards) MMWWA2	.15 ea.	\$7.50	\$37.00
A6 (encloses A2) MMWWA6	.15 ea.	\$12.95	\$58.95

5x7 Cards

OUTSIDE	INSIDE	25 CARDS	50 CARDS	100 CARDS	200 CARDS
BLACK	Blank	\$20.75	\$25.00	\$31.00	\$46.00
BLACK	BLACK	\$22.50	\$26.50	\$36.00	\$56.00
COLOR	Blank	\$26.25	\$34.00	\$45.00	\$74.00
COLOR	BLACK	\$28.00	\$37.50	\$50.00	\$84.00
COLOR	COLOR	\$31.50	\$40.50	\$64.00	\$112.00

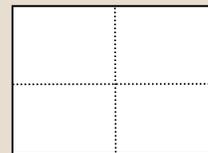
Prices shown are for standard matte white card stock

Upgrade to gloss white or color card stock	Add	Add	Add	Add
	\$ 2.00	\$ 4.00	\$ 10.00	\$ 16.00

ENVELOPES	Singles	Pack of 100	Box of 500
A7 (fits 5x7cards) MMWWA7	.15 ea.	\$13.95	\$60.95

Post Cards

Quarter Sheet Cards (5½" x 4¼")



FRONT	BACK	20 CARDS (5 sheets)	52 CARDS (13 sheets)	100 CARDS (25 sheets)	252 CARDS (63 sheets)
COLOR	Blank	\$9.80	\$12.68	\$17.00	\$23.75
COLOR	BLACK	\$10.15	\$13.59	\$18.75	\$32.57
COLOR	COLOR	\$11.25	\$16.45	\$22.25	\$43.91

Prices shown are for standard matte white card stock

Upgrade to gloss white or color card stock	Add \$.40	Add \$ 1.04	Add \$ 2.00	Add \$ 5.04
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Standard Size Cards (6" x 4¼")



FRONT	BACK	20 CARDS (10 sheets)	50 CARDS (25 sheets)	100 CARDS (50 sheets)	250 CARDS (125 sheets)
COLOR	Blank	\$14.60	\$20.00	\$27.00	\$43.50
COLOR	BLACK	\$15.30	\$21.75	\$30.50	\$49.75
COLOR	COLOR	\$17.50	\$25.25	\$33.50	\$67.25

Prices shown are for standard matte white card stock

Upgrade to gloss white or color card stock	Add \$.80	Add \$ 2.00	Add \$ 4.00	Add \$ 10.00
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Half Sheet Cards (5½" x 8½"—extra postage required)



FRONT	BACK	20 CARDS (10 sheets)	50 CARDS (25 sheets)	100 CARDS (50 sheets)	250 CARDS (125 sheets)
COLOR	Blank	\$11.60	\$17.00	\$24.00	\$40.50
COLOR	BLACK	\$12.30	\$18.75	\$27.50	\$46.75
COLOR	COLOR	\$14.50	\$22.25	\$30.50	\$64.25

Prices shown are for standard matte white card stock

Upgrade to gloss white or color card stock	Add \$.80	Add \$ 2.00	Add \$ 4.00	Add \$ 10.00
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Prices shown include:

- 1 image scan
- basic setup (15 minutes)
- printing
- scoring
- cutting

Your final cost may vary depending on how you chose to customize your cards.

Please ask for a quote for other quantities.

Paper & Card Stock

Custom Calendars

LETTER (8½" x 11")	Weight	Per sheet	Per ream
Pastel Colors <i>CSPAPER02 (ALSO IN 8½" X 14")</i>	20# text	.02	\$6.19/ 500
Astrobright (text) <i>CSPAPER04</i>	24# text	.04	11.79/ 500
Astrobright (cover) <i>CSPAPER07</i>	65# cover	.07	\$12.95/ 250
Astroparch (text) <i>CSPAPER07</i>	60# text	.07	\$16.55/ 500
Astroparch (cover) <i>CSPAPER15</i>	65# cover	.15	\$23.55/ 250
Index, White <i>CSPAPER07/ream 3R11774</i>	100# cover	.07	\$12.95/ 250
Bristol, White <i>CSPAPER07/ream WEBVW1167</i>	67# cover	.07	\$10.99/ 250
Glossy "Brochure" Paper <i>CSPAPER15/ream Q6610A</i>	44# text	.15	\$30.99/ 250
Royal Fiber Text <i>CSPAPER07</i>	70# text	.07	\$23.99/ 500
Royal Fiber Cover <i>CSPAPER15</i>	80# cover	.15	\$24.99/ 250
Resume Paper, White <i>CSPAPER15/ream JD18C</i>	32# text	.15	\$27.49/ 250
Glossy (one side) Cover <i>CSPAPER15/ream:X3R11793</i>	10 pt. cover	.15	\$16.95/ 250
Vellum, white <i>CSPAPER30/pkg of 100: 10201510</i>	14# text	.30	\$29.20/ 100
Transparency (color/b&w) <i>CSPAPER50</i>	4 mil	.50	Boxes available in office products

LEDGER SIZE (11"X17")	Weight	Per sheet	Per ream
Pastel Colors <i>CSPAPER30</i>	90# cvr	.30	\$12.95/ 500
Index, White <i>CSPAPER15/ream 3R11775</i>	100# cvr	.15	\$26.95/ 250
Glossy (one side) <i>CSPAPER30/ream X3R11435</i>	10 pt. cvr	.30	\$44.71/ 250
Vellum, white <i>CSPAPER50 / pkg of 100: 10201516</i>	14# text	.50	\$56.20/ 100

ENVELOPES	Package	Singles
A2 (qtr sheet size) white <i>MMWWA2</i>	\$7.51 / Pk of 100 \$37.00 / Box of 500	.15
A6 (encloses A2) white <i>MMWWA6</i>	\$12.95 / Pk of 100 \$58.95 / Box of 500	.15
Royal Fiber #10 <i>Bundle: CSENV695 / Single CSPAPER15</i>	\$6.95/Bundle of 50 \$50.95/Box of 500	.15
White half sheet size (large) <i>Box: C0298/Bundle: CSPAPER695/CSPAPER15</i>	\$6.95/Bundle of 50 \$12.98/Box of 100	.15
White 5x7 envelopes <i>MMWWA7</i>	\$13.95 Pk of 100 \$60.95/Box of 500	.15

Pricing for economy calendars is based on receipt of 13 ready-to-print digital images.

Please name the photo files on disk:
"Cover," "January", "February", etc.

(Save Money: If your calendar image files are unnamed and mixed in with a large collection of other images, there will be a \$20/hour labor charge to sort through them!)

Scans from photo prints: add 50¢ per scan
(scan only without color adjustment or retouching)

Economy Calendars

13 photos (1 per month + cover)

BASIC SET UP* <i>CSCALSETUP</i>	\$10.00
11" x 17" white 28# paper ½ Fold + Saddle Stitch (stapled) <i>CSCALM01</i>	Add \$9.95 each
8½" x 11" white index Wire or spiral bind <i>CSCALM02</i>	Add \$11.95 each

*Setup is a one-time charge. Additional calendars printed from the same file, with no changes, will not incur the setup charge.

Customization Options

Basic Scan Optimization (overall lighten/darken)

1-3 images 1 <i>CSTYPING</i>	\$5.00
4-6 photos 2 <i>CSTYPING</i>	\$10.00
7-9 photos 3 <i>CSTYPING</i>	\$15.00
10-13 photos 4 <i>CSTYPING</i>	\$20.00
Retouching (repair damage to photo, take out telephone lines), color correction, layering images	\$40/hr

Multiple Images on a page

More than one image per month <i>CSTYPING</i>	\$5.00 per extra image
Montages, special design work <i>CSDSIGN</i>	\$40/hr

Optional Proofing

Wire or spiral bound: no charge to show pages before binding. No charge if no change.
(Allow extra time)

Saddle stitched calendars	\$5.00
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We can special-order a wide variety of text and cover papers. Lead time is about 3 days. Ask for minimum order info. Prices as of 5/31/2011; subject to change without notice.

Labels

Labels are 50¢ per sheet (except for clear labels, which are \$1 per sheets) plus cost of printing. See copying rates on back cover.

FULL SHEET LABELS	Part #
Full Sheet transparent	ML-4005
Full Sheet white	ML-0100
Full Sheet white smudge-free	M5265
Full Sheet white block-out	5455



**CD labels
white**
Fits standard CD
(Avery template 5931)
2 labels per sheet

5698 & 5692

**Shipping
White**
3-1/3" x 4"
6 per sheet

ML-0600

**Shipping
White**
2" x 4"
10 per sheet

ML-1000

**Mailing
White**
1-1/3" x 4"
14 per sheet

ML-1425

Mailing
White: ML-3000
Clear: 5660
(clear blanks are \$1.00/sheet)
1" x 2-5/8"
30 per sheet

**Mailing
White, round corners**
1" x 2-5/8"
30 per sheet
ML-3000

**Round
white**
1-2/3" diameter
24 per sheet

5293

Return address
1/2" x 1-3/4"
80 per sheet

White
ML-8100

Copies

Black & White Copies / Laser Prints

Self- or full-service	Letter 8-1/2" x 11"		Legal 8-1/2" x 14"		Ledger 11" x 17"	
	Qty	Each	Qty	Each	Qty	Each
Single Sided	1-99	7¢	1-99	9¢	1-99	14¢
	100-499.....	5¢	100-499.....	7¢	100-499.....	10¢
	500-2999 ...	4¢	500-2999 ...	6¢	500-2999 ...	8¢
	3000 +.....	3¢	3000 +	5¢	3000 +	6¢
	CSW811		CSW814		CSW1117	
Double Sided	1-99	13¢	1-99	17¢	1-99	26¢
	100-499.....	9¢	100-499.....	13¢	100-499.....	18¢
	500-2999 ...	7¢	500-2999 ..	11¢	500-2999 ..	14¢
	3000 +.....	5¢	3000 +	9¢	3000 +	10¢
	CSW8112		CSW8142		CSW11172	

Black & white copies are printed on 20# white bond paper.

Upgrade to 28# white bond:
Add 4¢ per sheet for letter/legal size, 7¢ per sheet for ledger size.

Color copies are printed on 28# white bond paper.

Prices shown here are for both copies off the glass and prints from computer files. We can print from the following file formats:

- **FILE FORMATS:** tif, jpg, pdf, eps, psd, doc, pub
- **PROGRAMS:** MS Publisher, MS Word, MS PowerPoint, Photoshop, Illustrator CS3, InDesign CS3
- **MEDIA:** CD, USB flash drive, or via e-mail (up to 5 MB) to printshop@bayshoreoffice.com

Color Copies / Laser Prints

Full-service only	Letter 8-1/2" x 11" or Legal 8-1/2" x 14"		Ledger 11" x 17"	
	Qty	Each	Qty	Each
Single Sided	1-49	29¢	1-24	59¢
	50-99	25¢	25-49	51¢
	100 +	19¢	50 +	39¢
	CSC811		CSC1117	
Double Sided	1-49	58¢	1-24	\$1.18
	50-99	50¢	25-49	\$1.02
	100 +	38¢	50 +	78¢
	CSC8112		CSC11172	

Self-Service Machines:

- enlarge
- reduce
- 1- or 2-sided copies
- letter size
- legal size
- ledger-sized paper loaded.

If you need help, just ask!

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