



**PRICE GUIDE 2016**

## DISCLAIMER

- Prices are for full-bleed printing
- \$3.00 minimum for printing orders
- standard taxes apply
- store hours, prices, and policies are subject to change
- prepayment required for orders over \$15.00
- rush charge of 15% applies to orders required sooner than standard order turnaround
- standard turnaround may vary depending on daily order volume, etc.

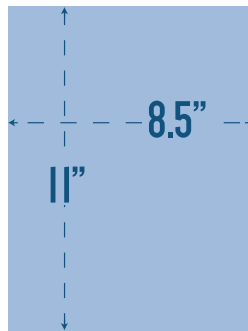
## REFUND POLICY

- office supplies may be returned for exchange or refund within 14 days of purchase with the original receipt
- product must be unopened, unused, and in new condition
- discounted items are final sale and may not be returned
- full-serve and self-serve services are non-refundable

## COPYRIGHT POLICY

- Canadian Copyright Act restrictions apply

# LETTER



## COLOUR

## COST PER IMPRESSION

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.60	\$0.50	\$0.45	\$0.40	\$0.30	\$0.25	\$0.20
double-sided	\$0.50	\$0.40	\$0.38	\$0.33	\$0.25	\$0.20	\$0.18
<b>other stocks</b>	<b>add (single-sided)</b>		<b>add (double-sided)</b>		<b>buy</b>		
cover stock (up to 130 lb. / 350 gsm)	\$0.20		\$0.10		\$0.30		
transparency / 4.7mil polyester never-tear	\$0.70		\$0.35		\$1.00		
sticker (Avery labels)	\$1.30		\$0.65		\$1.50		

## GRAYSCALE

## COST PER IMPRESSION

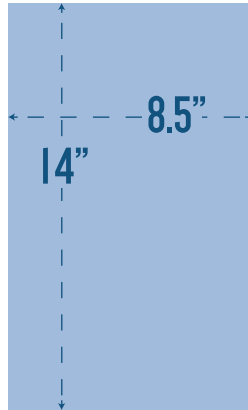
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.51	\$0.42	\$0.38	\$0.34	\$0.25	\$0.21	\$0.17
double-sided	\$0.43	\$0.36	\$0.32	\$0.29	\$0.21	\$0.18	\$0.14
<b>other stocks</b>	<b>add (single-sided)</b>		<b>add (double-sided)</b>		<b>buy</b>		
cover stock (up to 130 lb. / 350 gsm)	\$0.20		\$0.10		\$0.30		
transparency / 4.7 mil polyester never-tear	\$0.70		\$0.35		\$1.00		
sticker (Avery labels)	\$1.30		\$0.65		\$1.50		

## B & W (UNCOATED, SMOOTH STOCKS ONLY)

## COST PER IMPRESSION

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided 20 lb. recycled	\$0.13	\$0.11	\$0.09	\$0.08	\$0.07	\$0.06	\$0.05
double-sided	\$0.12	\$0.10	\$0.08	\$0.07	\$0.06	\$0.05	\$0.04
book copying (one copy; see copyright disclaimer)	\$0.35						
<b>other stocks</b>	<b>add (single-sided)</b>		<b>add (double-sided)</b>		<b>buy</b>		
pastel or neon	\$0.05		\$0.02		\$0.10		
premium (24 lb. and up)	\$0.10		\$0.05		\$0.15		
cover stock (up to 100 lb. / 270 gsm)	\$0.23		\$0.11		\$0.30		
transparency	\$0.80		\$0.40		\$1.00		
sticker (Avery labels)	\$1.40		\$0.70		\$1.50		

# LEGAL

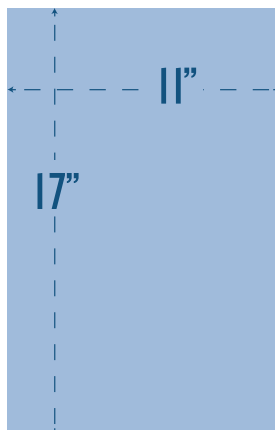


COLOUR	COST PER IMPRESSION						
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.75	\$0.60	\$0.55	\$0.50	\$0.40	\$0.30	\$0.25
double-sided	\$0.68	\$0.53	\$0.48	\$0.43	\$0.35	\$0.28	\$0.23
other stocks	add (single-sided)			add (double-sided)			buy
cover stock (up to 130 lb. / 350 gsm)	\$0.25			\$0.12			\$0.40

GRAYSCALE	COST PER IMPRESSION						
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.63	\$0.51	\$0.46	\$0.42	\$0.34	\$0.25	\$0.21
double-sided	\$0.54	\$0.43	\$0.39	\$0.36	\$0.29	\$0.21	\$0.18
other stocks	add (single-sided)			add (double-sided)			buy
cover stock (up to 130 lb. / 350 gsm)	\$0.25			\$0.12			\$0.40

B & W (UNCOATED, SMOOTH STOCKS ONLY)	COST PER IMPRESSION						
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided standard 20 lb. recycled	\$0.17	\$0.14	\$0.12	\$0.10	\$0.09	\$0.08	\$0.07
double-sided	\$0.16	\$0.13	\$0.11	\$0.09	\$0.08	\$0.07	\$0.06
book copying (see copyright disclaimer)	\$0.35						
other stocks	add (single-sided)			add (double-sided)			buy
pastel or neon	\$0.07			\$0.03			\$0.15
premium (24lb. and up)	\$0.15			\$0.07			\$0.20
cover stock (up to 100lb. / 270 gsm)	\$0.30			\$0.15			\$0.40

# TABLOID



## COLOUR COST PER IMPRESSION

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.80	\$0.70	\$0.65	\$0.60	\$0.50	\$0.40	\$0.35
double-sided	\$0.70	\$0.63	\$0.58	\$0.53	\$0.45	\$0.35	\$0.30
<b>other stocks</b>	<b>add (single-sided)</b>		<b>add (double-sided)</b>			<b>buy</b>	
cover stock (up to 130 lb. / 350 gsm)	\$0.35			\$0.17			\$0.55
oversized tabloid (12" x 18")	\$0.10			\$0.05			
super tabloid (13" x 19")	\$0.15			\$0.07			

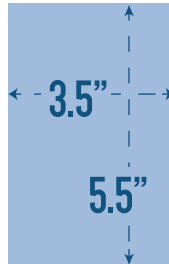
## GRAYSCALE COST PER IMPRESSION

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.68	\$0.59	\$0.55	\$0.51	\$0.42	\$0.34	\$0.29
double-sided	\$0.58	\$0.50	\$0.47	\$0.43	\$0.36	\$0.29	\$0.25
<b>other stocks</b>	<b>add (single-sided)</b>		<b>add (double-sided)</b>			<b>buy</b>	
cover stock (up to 130 lb. / 350 gsm)	\$0.35			\$0.17			\$0.55
oversized tabloid (12" x 18")	\$0.10			\$0.05			
super tabloid (13" x 19")	\$0.15			\$0.07			

## B & W (UNCOATED, SMOOTH STOCKS ONLY) COST PER IMPRESSION

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided 20 lb. recycled	\$0.23	\$0.20	\$0.16	\$0.14	\$0.13	\$0.11	\$0.09
double-sided	\$0.21	\$0.18	\$0.14	\$0.13	\$0.12	\$0.10	\$0.08
book copying (see copyright disclaimer)	\$0.35						
<b>other stocks</b>	<b>add (single-sided)</b>		<b>add (double-sided)</b>			<b>buy</b>	
pastel or neon	\$0.10			\$0.05			\$0.15
premium (24 lb. and up)	\$0.15			\$0.07			\$0.20
cover stock (up to 100lb. / 270 gsm)	\$0.35			\$0.17			\$0.55
oversized tabloid (12" x 18")	\$0.10			\$0.05			
super tabloid (13" x 19")	\$0.15			\$0.07			

# HANDBILLS

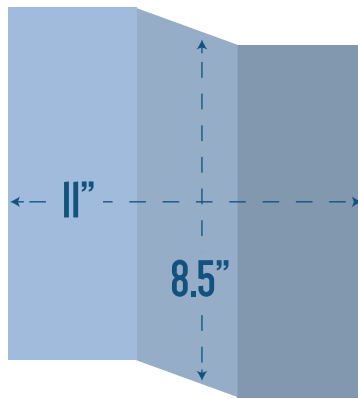


COLOUR	COST PER UNIT					
	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.30	\$0.27	\$0.24	\$0.13	\$0.11	\$0.08
double-sided	\$0.36	\$0.33	\$0.29	\$0.16	\$0.14	\$0.10
double-sided (grayscale second side)	\$0.33	\$0.30	\$0.27	\$0.15	\$0.13	\$0.09
<b>other stocks</b>	<b>add</b>					
cover stock (up to 130 lb. / 350 gsm)	\$0.05					

GRAYSCALE	COST PER UNIT					
	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.27	\$0.24	\$0.21	\$0.11	\$0.09	\$0.07
double-sided	\$0.30	\$0.27	\$0.24	\$0.13	\$0.10	\$0.08
<b>other stocks</b>	<b>add</b>					
cover stock (up to 130 lb. / 350 gsm)	\$0.05					

B & W (UNCOATED, SMOOTH STOCKS ONLY)	COST PER UNIT					
	50+	100+	200+	500+	1000+	2000+
single-sided standard 20 lb. recycled	\$0.11	\$0.10	\$0.09	\$0.05	\$0.04	\$0.03
double-sided	\$0.15	\$0.14	\$0.12	\$0.07	\$0.05	\$0.04
<b>other stocks</b>	<b>add</b>					
pastel or neon	\$0.02					
premium (24 lb. and up)	\$0.03					
cover stock (up to 100 lb. / 270 gsm)	\$0.05					

# BROCHURES (8.5x11)



COLOUR		COST PER UNIT						
		1-49	50+	100+	200+	500+	1000+	2000+
double-sided		\$1.03	\$0.83	\$0.79	\$0.69	\$0.53	\$0.43	\$0.39
double-sided (grayscale second side)		\$0.96	\$0.78	\$0.74	\$0.65	\$0.50	\$0.40	\$0.37

GRAYSCALE		COST PER UNIT						
		1-49	50+	100+	200+	500+	1000+	2000+
double-sided		\$0.89	\$0.75	\$0.67	\$0.61	\$0.45	\$0.39	\$0.31

B & W (UNCOATED, SMOOTH STOCKS ONLY)		COST PER UNIT						
		1-49	50+	100+	200+	500+	1000+	2000+
double-sided standard 20 lb. recycled		\$0.27	\$0.23	\$0.19	\$0.17	\$0.15	\$0.13	\$0.11
<b>other stocks</b>		<b>add</b>						
pastel or neon		\$0.05						
premium (24 lb. and up)		\$0.10						

\*half-fold, z-fold, and tri-fold options available

# BUSINESS CARDS



## COLOUR COST PER UNIT

	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.28	\$0.18	\$0.15	\$0.12	\$0.10	\$0.09
double-sided	\$0.35	\$0.23	\$0.19	\$0.15	\$0.13	\$0.12
double-sided (grayscale second side)	\$0.33	\$0.22	\$0.18	\$0.14	\$0.12	\$0.11

## GRAYSCALE COST PER UNIT

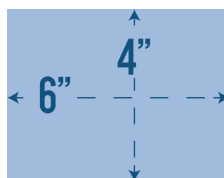
	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.25	\$0.16	\$0.13	\$0.10	\$0.09	\$0.08
double-sided	\$0.31	\$0.20	\$0.17	\$0.13	\$0.11	\$0.10

## B & W (UNCOATED, SMOOTH STOCKS ONLY) COST PER UNIT

	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.20	\$0.12	\$0.10	\$0.08	\$0.07	\$0.06
double-sided	\$0.26	\$0.17	\$0.14	\$0.11	\$0.09	\$0.08



# POSTCARDS (4x6)



## COLOUR COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.50	\$0.40	\$0.35	\$0.30	\$0.25	\$0.20	\$0.15
double-sided	\$0.60	\$0.50	\$0.45	\$0.40	\$0.30	\$0.25	\$0.20
double-sided (grayscale second side)	\$0.55	\$0.44	\$0.39	\$0.33	\$0.28	\$0.22	\$0.17

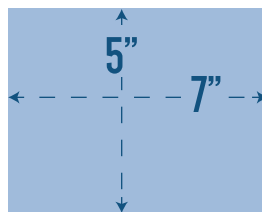
## GRAYSCALE COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.45	\$0.36	\$0.32	\$0.27	\$0.23	\$0.18	\$0.14
double-sided	\$0.50	\$0.40	\$0.36	\$0.30	\$0.26	\$0.20	\$0.16

## B & W (UNCOATED, SMOOTH STOCKS ONLY) COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.32	\$0.26	\$0.23	\$0.19	\$0.17	\$0.13	\$0.10
double-sided	\$0.39	\$0.32	\$0.28	\$0.23	\$0.21	\$0.16	\$0.12

# POSTCARDS (5X7)



## COLOUR COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.70	\$0.55	\$0.50	\$0.45	\$0.35	\$0.30	\$0.25
double-sided	\$0.85	\$0.70	\$0.60	\$0.55	\$0.45	\$0.40	\$0.30
double-sided (grayscale second side)	\$0.77	\$0.60	\$0.55	\$0.49	\$0.38	\$0.33	\$0.27

## GRAYSCALE COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.63	\$0.50	\$0.45	\$0.41	\$0.32	\$0.27	\$0.23
double-sided	\$0.70	\$0.55	\$0.50	\$0.46	\$0.36	\$0.30	\$0.26

## B & W (UNCOATED, SMOOTH STOCKS ONLY) COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.45	\$0.35	\$0.32	\$0.29	\$0.23	\$0.19	\$0.17
double-sided	\$0.54	\$0.42	\$0.39	\$0.35	\$0.28	\$0.23	\$0.21

# RACK CARDS (4x9)



COLOUR	COST PER UNIT						
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.65	\$0.50	\$0.45	\$0.40	\$0.30	\$0.25	\$0.20
double-sided	\$0.80	\$0.60	\$0.55	\$0.50	\$0.40	\$0.30	\$0.25
double-sided (grayscale second side)	\$0.72	\$0.55	\$0.50	\$0.44	\$0.33	\$0.28	\$0.22

GRAYSCALE	COST PER UNIT						
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.59	\$0.45	\$0.41	\$0.36	\$0.27	\$0.23	\$0.18
double-sided	\$0.65	\$0.50	\$0.46	\$0.40	\$0.30	\$0.26	\$0.20

B & W (UNCOATED, SMOOTH STOCKS ONLY)	COST PER UNIT						
	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.42	\$0.32	\$0.29	\$0.26	\$0.19	\$0.17	\$0.13
double-sided	\$0.51	\$0.39	\$0.35	\$0.32	\$0.23	\$0.21	\$0.16

# GREETING CARDS (5X7)



## COLOUR COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$1.50	\$1.20	\$1.05	\$0.95	\$0.75	\$0.65	\$0.55
double-sided	\$1.80	\$1.45	\$1.30	\$1.15	\$0.90	\$0.80	\$0.70
double-sided (grayscale second side)	\$1.65	\$1.35	\$1.20	\$1.05	\$0.85	\$0.75	\$0.65

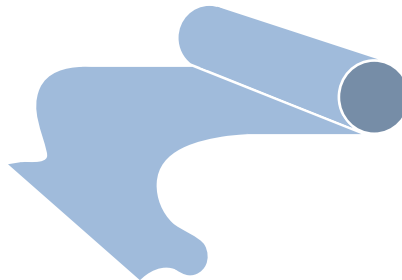
## GRAYSCALE COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$1.35	\$1.08	\$0.95	\$0.86	\$0.68	\$0.59	\$0.50
double-sided	\$1.49	\$1.19	\$1.05	\$0.95	\$0.75	\$0.65	\$0.55

## B & W (UNCOATED, SMOOTH STOCKS ONLY) COST PER UNIT

	1-49	50+	100+	200+	500+	1000+	2000+
single-sided	\$0.95	\$0.76	\$0.67	\$0.61	\$0.48	\$0.42	\$0.35
double-sided	\$1.14	\$0.92	\$0.81	\$0.74	\$0.58	\$0.51	\$0.42

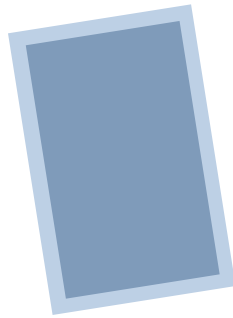
# LARGE FORMAT



COLOUR	COST PER SQUARE FOOT	MAX WIDTH
gloss (7 mil)	\$6.00	58"
satin (9 mil)	\$7.00	52"
vinyl banner (13 oz.)	\$9.00	52"
stretch canvas (15 mil)	\$10.00	52"
backlit film	\$11.00	52"

- order minimum is \$15.00
- proofs are \$10.00 each (roughly 11" x 17" )
- 2 day turnaround
- maximum length is 96"
- laminating available for satin at \$2.00 / square foot (max 37" width; matte or glossy finish)
- 3/16" foamcore mounting available for satin at \$6.00 per square foot (add 1 day; see laminating for details)
- grommets available for vinyl banner at \$2.00 per grommet

# LAMINATING



## ROLL LAMINATING (UP TO 37" WIDE, 3 MIL THICKNESS, MATTE OR GLOSSY FINISH)

### COST PER UNIT

8.5" x 11"	\$1.75	(includes trimming)
8.5" x 14"	\$2.25	(includes trimming)
11" x 17"	\$2.75	(includes trimming)

large format: \$2.00 / square foot (includes trimming)

bulk laminating (varied sizes): \$5.00 / linear foot (trimming not included)

\*\$5.00 minimum

## POCKET LAMINATING

### THICKNESS

### SIZE

### COST PER UNIT

gloss	5 mil	business (3.75" x 2.25")	\$1.50
gloss	5 mil	school (3.625" x 2.5")	\$1.50
gloss	3 mil	letter (9" x 11.5")	\$3.00
gloss	5 mil	letter (9" x 11.5")	\$3.50
gloss	10 mil	letter (9" x 11.5")	\$4.00
gloss	7 mil	legal (9" x 14.5")	\$4.25

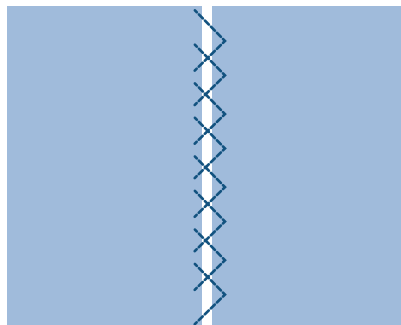
## 3/16" FOAM CORE MOUNTING (UP TO 37" WIDE BY 54" LONG; \$20.00 MINIMUM)

### COST PER SQUARE FOOT

gloss	white or black	\$6.00
matte	white or black	\$6.00

2 day turnaround

# BINDING



COIL (BOUND EDGE ≤ 11")	DOCUMENT THICKNESS	1-10 UNITS	11+ UNITS
5 - 140 sheets	≤ 5/8"    ≤ 16mm	\$5.00	\$4.50
141 - 280 sheets	≤ 1 1/16"    ≤ 30mm	\$8.00	\$7.50

\* cost includes covers (plastic or cover stock)

\* Zap Coil Binding Stamp Card - every 10th bind is free (doesn't apply to bulk orders of 11+)

\* Foilfast™ foil cover printing available for \$5 per 8.5x11 unit (black, white, gold, or silver foil)

COIL (11" < BOUND EDGE ≤ 17")	DOCUMENT THICKNESS	PER UNIT
5 - 100 sheets	≤ 13/32"    ≤ 12mm	\$12.00

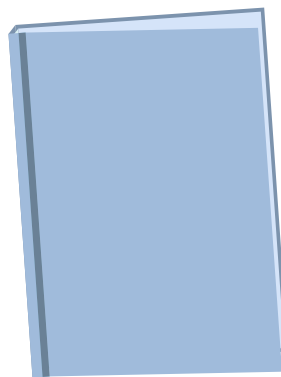
\* cost includes covers (plastic or cover stock)

FASTBACK® (BOUND EDGE = 11")	DOCUMENT THICKNESS	1-10 UNITS	11+ UNITS
10 - 320 sheets	≤ 1 1/4"    ≤ 35mm	\$6.00	\$5.50

\* cost includes covers (plastic or cover stock)

\* Foilfast™ foil cover printing available for \$5.00 per 8.5x11 unit (black, white, gold, or silver foil)

# HARDCOVER BINDING



HARDCOVER COIL (BOUND EDGE = 11")	DOCUMENT THICKNESS		PER UNIT
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5 - 260 sheets

≤ 1"    ≤ 28mm

\$15.00

- \* cost includes covers punched heavy hardcovers (maroon, navy, or black)
- \* Foilfast™ title sheets available for \$10.00 per 8.5x11 unit (black, white, gold, or silver foil)
- \* foil stamped cover available for \$25 per 8.5x11 unit (gold or silver foil)

HARDCOVER COMPOSITE BOOK (BOUND EDGE = 11")	DOCUMENT THICKNESS		PER UNIT
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10 - 260 sheets

≤ 1"    ≤ 28mm

\$25.00

- \* cost includes heavy composite book hardcover (maroon, dark blue, or black)
- \* Foilfast™ title sheets available for \$10.00 per 8.5x11 unit (black, white, gold, or silver foil)
- \* Foil stamped cover available for \$25.00 per line set (gold or silver foil)
- \* Foil stamped spine available for \$10.00 per 8.5x11 unit (gold or silver foil)
- \* 2 day turnaround; add 1 day for foil stamping

HARDCOVER SUEDE PHOTO BOOK (BOUND EDGE = 8.5")	DOCUMENT THICKNESS		PER UNIT
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10 - 90 sheets

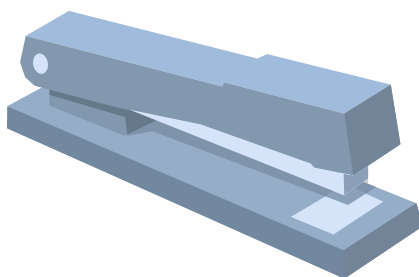
≤ 3/8"    ≤ 11mm

\$30.00

- \* cost includes heavy composite book hardcover (black or beige)
- \* also includes 14 double-sided sheets of colour printing (standard rates apply for extra printing)
- \* 2 day turnaround



# OTHER SERVICES



## FINISHING

### CUTTING

guillotine cutting

### COST

\$1.00 / cut

bulk trimming

\$60.00 / hour

### STAPLING

machine stapling (single)

### COST / UNIT

\$0.05

machine stapling (double)

\$0.10

manual stapling

\$0.10

staple removal

\$0.25

### FOLDING

machine folding

### COST / SHEET

\$0.03

manual folding

\$0.10

### SCORING

1 score

### COST

\$0.25

2 score

\$0.35

3+ scores

\$0.45

### SHREDDING

per 10 sheets (max 200)

### COST

\$0.25

\*must be flat; no paper clips or binder clips

### NOTEPAD MAKING

per 50 sheets / pad

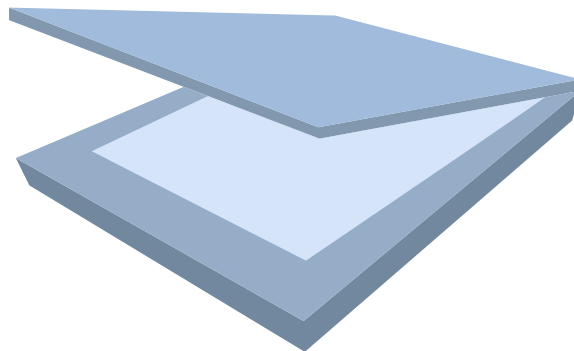
### COST

\$0.50 / pad (\$20.00 min)

\*includes gluing, cutting, assembling, and cover stock backing

\*does not include cost of paper or printing (regular rates apply)

# OTHER SERVICES



## LAYOUT / DESIGN / FORMAT

### SCANNING

scan to email or USB; colour, grayscale, or B&W; 200-600 dpi

### COST

\$60.00 / hour (min \$3.00)

### DIGITAL EDITING AND LAYOUT

\$60.00 / hr (minimum \$5.00)

### CD / DVD RECORDING

"Quick burn" (<5 minutes)

Bulk recording (big files, multiple disks)

### COST (NOT INCLUDING MEDIA)

\$3.00

\$60.00 / hour

## FAXING

### SENDING

local / toll-free

within BC

within North America

international

### FIRST PAGE

\$1.50

\$1.75

\$2.00

\$3.00

### ADDITIONAL PAGES

\$0.25

\$0.50

\$0.75

\$1.00

\*Zap cover sheets are free to send; if a cover sheet is the only page sent, refer to "first page" pricing

### RECEIVING

Zap Fax #: 250-721-8728

### EACH PAGE

\$0.50

# OTHER SERVICES



## CUSTOM MERCHANDISE

### MUGS

	1	2+
11 oz. ceramic (white)	\$12.00	\$10.00
15 oz. ceramic (white)	\$16.00	\$14.00
11 oz. colour changing ceramic (black)	\$18.00	\$16.00
stainless steel travel (white or silver)	\$19.00	\$17.00
aluminum water bottle (white or silver)	\$19.00	\$17.00

\*basic typesetting available for an additional \$5.00

\*2 day turnaround

### CALENDARS

	1	2+
12 month	\$25.00	20.00

\*13 custom images (cover and 12 months)

\*standard coil, 11x17, and saddle stitch formats available

\*2 day turnaround

## POSTER RUNS

## COST / RUN

on-campus distribution (3 week posting)	\$25.00
colour print and distribution	\$45.00
b&w print and distribution	\$35.00

\*50 x letter or 25 x legal / tabloid

\*1 poster per event, per board

**PRINTING PRICED FOR STUDENTS**

**ZAPCOPY.COM**

