

# LETTER PRINTING (8.5x11)

b&w

colour

impressions	single-sided	double-sided	single-sided	double-sided
1-24	\$0.17	\$0.15	\$0.65	\$0.60
25+	\$0.15	\$0.14	\$0.60	\$0.55
50+	\$0.12	\$0.11	\$0.55	\$0.50
100+	\$0.10	\$0.09	\$0.50	\$0.45
250+	\$0.09	\$0.08	\$0.45	\$0.40
500+	\$0.08	\$0.07	\$0.40	\$0.35
1000+	\$0.07	\$0.06	\$0.35	\$0.30
2000+	\$0.06	\$0.05	\$0.30	\$0.25
5000+	\$0.05	\$0.04	\$0.25	\$0.20
copying	\$0.35	\$0.35	\$0.65	\$0.65

## PAPER SELECTION

	letter 8.5"x11" text stock (add on)	weight	ss		ds	buy
uncoated	enviro digital 100% recycled	60lb/89gsm	-	-	-	\$0.05
	cougar smooth	70lb/104gsm	\$0.05	\$0.02	\$0.10	\$0.10
	cougar smooth	80lb/118gsm	\$0.07	\$0.03	\$0.12	\$0.12
	cougar smooth	100lb/148gsm	\$0.09	\$0.04	\$0.14	\$0.14
	new white / natural cream	60lb/89gsm	\$0.11	\$0.05	\$0.16	\$0.16
	ivory linen	60lb/89gsm	\$0.08	\$0.04	\$0.13	\$0.13
	avery mailing labels 8.5x11 sheet	80lb/118gsm	\$0.70	-	\$0.75	\$0.75
coated	topkote dull / gloss	80lb/118gsm	\$0.08	\$0.04	\$0.13	\$0.13
	topkote dull / gloss	100lb/148gsm	\$0.10	\$0.05	\$0.15	\$0.15
	classic linen white pearl	60lb/89gsm	\$0.08	\$0.04	\$0.13	\$0.13
	transparency	-	\$0.75	-	\$0.80	\$0.80
colour	kernowprint pro (PET) synthetic	8 mil/261gsm	\$2.00	\$1.00	\$2.50	\$2.50
	earthchoice colors	20lb/75gsm	\$0.03	\$0.01	\$0.08	\$0.08
	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.05	\$0.02	\$0.10	\$0.10
	letter 8.5"x11" cover stock (add on)	weight	ss		ds	buy
uncoated	enviro digital 100% recycled	80lb/215gsm	\$0.17	\$0.08	\$0.23	\$0.23
	enviro digital 100% recycled	100lb/270gsm	\$0.18	\$0.09	\$0.24	\$0.24
	cougar smooth	80lb/216gsm	\$0.13	\$0.06	\$0.18	\$0.18
	cougar smooth	100lb/270gsm	\$0.15	\$0.07	\$0.20	\$0.20
	cougar smooth	130lb/352gsm	\$0.30	\$0.15	\$0.35	\$0.35
coated	via linen pure white	100lb/270gsm	\$0.45	\$0.22	\$0.50	\$0.50
	topkote dull / gloss	111lb/300gsm	\$0.20	\$0.10	\$0.25	\$0.25
	productolith semi-gloss C1S	12pt/256gsm	\$0.17	\$0.08	\$0.23	\$0.23
	classic linen gold pearl	84lb/227gsm	\$0.50	\$0.20	\$0.55	\$0.55
	earthchoice hots / astrobrights smooth	65lb/176gsm	\$0.12	\$0.06	\$0.17	\$0.17
colour	fraser, genesis, neenah or torchglow	65lb/80lb/100lb	\$0.20	\$0.10	\$0.25	\$0.25

\$5 min; priced per impression

# BRAD Printing

(8.5 x 14)

b&w

colour

impressions	single-sided	double-sided	single-sided	double-sided
1-24	\$0.19	\$0.17	\$0.80	\$0.75
25+	\$0.17	\$0.14	\$0.75	\$0.65
50+	\$0.15	\$0.13	\$0.65	\$0.55
100+	\$0.13	\$0.12	\$0.55	\$0.50
250+	\$0.12	\$0.10	\$0.50	\$0.45
500+	\$0.10	\$0.09	\$0.45	\$0.40
1000+	\$0.09	\$0.08	\$0.40	\$0.35
2000+	\$0.08	\$0.07	\$0.35	\$0.30
5000+	\$0.07	\$0.06	\$0.30	\$0.25
copying	\$0.45	\$0.45	\$0.80	\$0.65

legal 8.5"x14" text stock (add on)

weight

ss

ds

buy

enviro digital 100% recycled	60lb/89gsm	-	-	\$0.07
cougar smooth	70lb/104gsm	\$0.07	\$0.03	\$0.12
cougar smooth	80lb/118gsm	\$0.10	\$0.05	\$0.15
cougar smooth	100lb/148gsm	\$0.15	\$0.07	\$0.20
topkote dull / gloss	80lb/118gsm	\$0.12	\$0.06	\$0.17
topkote dull / gloss	100lb/148gsm	\$0.17	\$0.08	\$0.22
kernowprint pro (PET) synthetic	8 mil/261gsm	\$3.50	\$1.75	\$4.50
earthchoice colors	20lb/75gsm	\$0.04	\$0.02	\$0.09
earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.07	\$0.03	\$0.12

legal 8.5"x14" cover stock (add on)

weight

ss

ds

buy

enviro digital 100% recycled	80lb/215gsm	\$0.27	\$0.13	\$0.33
enviro digital 100% recycled	100lb/270gsm	\$0.29	\$0.14	\$0.34
cougar smooth	80lb/216gsm	\$0.20	\$0.10	\$0.25
cougar smooth	100lb/270gsm	\$0.25	\$0.12	\$0.30
cougar smooth	130lb/352gsm	\$0.40	\$0.20	\$0.45
via linen pure white	100lb/270gsm	\$0.65	\$0.32	\$0.70
topkote dull / gloss	111lb/300gsm	\$0.30	\$0.15	\$0.35
productolith semi-gloss C1S	12pt/256gsm	\$0.27	\$0.13	\$0.33

\$5 min; priced per impression

paper selection

# TABLOID PRINTING

(11x17 and 12x8 and 13x19)

b&w

colour

impressions	single-sided	double-sided	single-sided	double-sided
1-24	\$0.25	\$0.23	\$0.90	\$0.85
25+	\$0.23	\$0.21	\$0.85	\$0.80
50+	\$0.21	\$0.17	\$0.80	\$0.70
100+	\$0.17	\$0.15	\$0.70	\$0.65
250+	\$0.15	\$0.14	\$0.65	\$0.60
500+	\$0.14	\$0.12	\$0.60	\$0.55
1000+	\$0.12	\$0.10	\$0.55	\$0.50
2000+	\$0.10	\$0.09	\$0.50	\$0.45
5000+	\$0.09	\$0.08	\$0.45	\$0.40
copying	\$0.65	\$0.65	\$0.90	\$0.90

other sizes (add on)

ss

ds

12"x18" (oversized tabloid / arch b)

\$0.10

\$0.05

13"x19" (super tabloid / a3+ super b)

\$0.15

\$0.07

tabloid text stock (add on)

weight

ss

ds

buy

enviro digital 100% recycled

60lb/89gsm

-

-

\$0.09

cougar smooth

70lb/104gsm

\$0.10

\$0.05

\$0.15

cougar smooth

80lb/118gsm

\$0.13

\$0.06

\$0.18

cougar smooth

100lb/148gsm

\$0.17

\$0.08

\$0.22

topkote dull / gloss

80lb/118gsm

\$0.15

\$0.07

\$0.20

topkote dull / gloss

100lb/148gsm

\$0.20

\$0.10

\$0.25

kernowprint pro (PET) synthetic

8 mil/261gsm

\$4.00

\$2.00

\$5.00

earthchoice colors

20lb/75gsm

\$0.07

\$0.03

\$0.12

earthchoice hots

60lb/89gsm

\$0.10

\$0.05

\$0.15

tabloid cover stock (add on)

weight

ss

ds

buy

enviro digital 100% recycled

80lb/215gsm

\$0.37

\$0.18

\$0.43

enviro digital 100% recycled

100lb/270gsm

\$0.38

\$0.19

\$0.44

cougar smooth

80lb/216gsm

\$0.25

\$0.12

\$0.30

cougar smooth

100lb/270gsm

\$0.35

\$0.17

\$0.40

cougar smooth

130lb/352gsm

\$0.60

\$0.30

\$0.65

via linen pure white

100lb/270gsm

\$0.85

\$0.42

\$0.90

topkote dull / gloss

111lb/300gsm

\$0.40

\$0.20

\$0.45

productolith semi-gloss C1S

12pt/256gsm

\$0.37

\$0.18

\$0.43

\$5 min; priced per impression

PAPER SELECTION

uncoated

coated

colour

uncoated

coated

PRINTING (3.5 x 5.5)

quantity	b&w		colour		
	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)
50+	\$0.20	\$0.25	\$0.30	\$0.32	\$0.31
100+	\$0.15	\$0.20	\$0.23	\$0.27	\$0.26
250+	\$0.10	\$0.15	\$0.17	\$0.22	\$0.21
500+	\$0.07	\$0.10	\$0.11	\$0.17	\$0.16
1000+	\$0.06	\$0.07	\$0.09	\$0.11	\$0.10
2000+	\$0.05	\$0.06	\$0.07	\$0.09	\$0.08
5000+	\$0.04	\$0.05	\$0.06	\$0.08	\$0.07

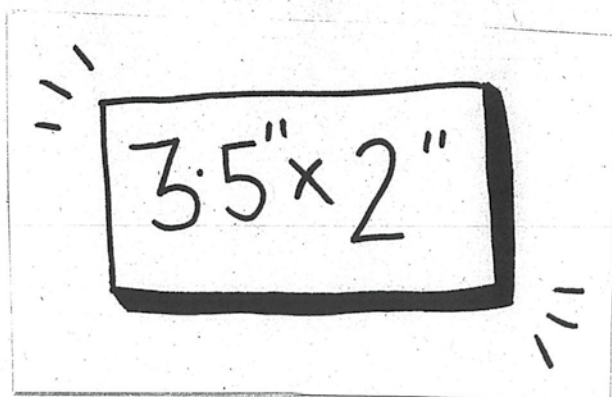
	handbill 3.5"x5.5" text stock	weight	add/unit
uncoated	enviro digital 100% recycled	60lb/89gsm	-
	cougar smooth	70lb/104gsm	\$0.01
	cougar smooth	80lb/118gsm	\$0.02
	cougar smooth	100lb/148gsm	\$0.03
coated	topkote dull / gloss	80lb/118gsm	\$0.02
	topkote dull / gloss	100lb/148gsm	\$0.03
colour	earthchoice colors	20lb/75gsm	\$0.01
	earthchoice hot / astrobrights smooth	60lb/89gsm	\$0.01

	uncoated		
	handbill 3.5"x5.5" cover stock	weight	
uncoated	enviro digital 100% recycled	80lb/215gsm	\$0.05
	enviro digital 100% recycled	100lb/270gsm	\$0.06
	cougar smooth	80lb/216gsm	\$0.04
	cougar smooth	100lb/270gsm	\$0.05
	cougar smooth	130lb/352gsm	\$0.10
	via linen pure white	100lb/270gsm	\$0.15
coated	topkote dull / gloss	111lb/300gsm	\$0.06
	productolith semi-gloss C1S	12pt/256gsm	\$0.05

*\*\$10 minimum; priced per unit*



# BIZ CARDS



b&w

colour

quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)
50+	\$0.20	\$0.25	\$0.25	\$0.30	\$0.28
100+	\$0.15	\$0.20	\$0.18	\$0.25	\$0.23
250+	\$0.10	\$0.15	\$0.14	\$0.18	\$0.16
500+	\$0.08	\$0.10	\$0.11	\$0.14	\$0.12
1000+	\$0.07	\$0.08	\$0.09	\$0.11	\$0.10
2000+	\$0.06	\$0.07	\$0.07	\$0.09	\$0.08
5000+	\$0.05	\$0.06	\$0.06	\$0.08	\$0.07

business card 3.5"x2" cover stock

weight

add/unit

enviro digital 100% recycled

80lb/215gsm

\$0.01

enviro digital 100% recycled

100lb/270gsm

\$0.02

cougar smooth

80lb/216gsm

-

cougar smooth

100lb/270gsm

\$0.01

cougar smooth

130lb/352gsm

\$0.03

via linen pure white

100lb/270gsm

\$0.05

topkote dull / gloss

111lb/300gsm

\$0.02

productolith semi-gloss C1S

12pt/256gsm

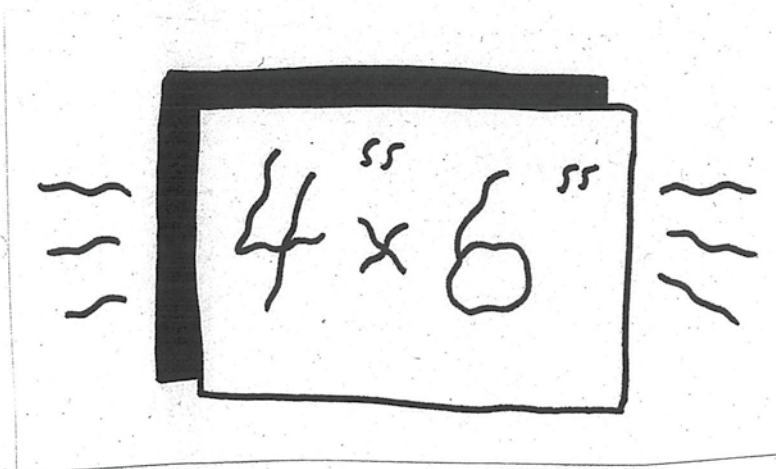
\$0.01

\*\$10 minimum; priced per unit

PAPER

uncoated

coated



b&w

colour

quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)
1-49	\$0.30	\$0.35	\$0.35	\$0.40	\$0.38
50+	\$0.25	\$0.30	\$0.30	\$0.35	\$0.33
100+	\$0.20	\$0.25	\$0.25	\$0.30	\$0.28
250+	\$0.15	\$0.20	\$0.20	\$0.25	\$0.23
500+	\$0.13	\$0.15	\$0.15	\$0.20	\$0.18
1000+	\$0.10	\$0.13	\$0.11	\$0.15	\$0.14
2000+	\$0.07	\$0.10	\$0.09	\$0.12	\$0.11

4"x6" text stock

weight

add/unit

uncoated	enviro digital 100% recycled	60lb/89gsm	-
	cougar smooth	70lb/104gsm	\$0.02
	cougar smooth	80lb/118gsm	\$0.04
coated	cougar smooth	100lb/148gsm	\$0.06
	topkote dull / gloss	80lb/118gsm	\$0.05
	topkote dull / gloss	100lb/148gsm	\$0.07
colour	earthchoice colors	20lb/75gsm	\$0.02
	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.02

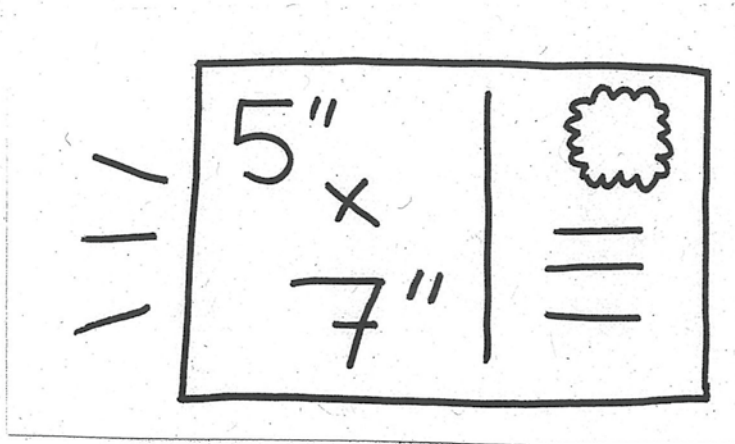
4"x6" cover stock

weight

add/unit

uncoated	enviro digital 100% recycled	80lb/215gsm	\$0.11
	enviro digital 100% recycled	100lb/270gsm	\$0.12
	cougar smooth	80lb/216gsm	\$0.09
	cougar smooth	100lb/270gsm	\$0.10
	cougar smooth	130lb/352gsm	\$0.15
coated	via linen pure white	100lb/270gsm	\$0.25
	topkote dull / gloss	111lb/300gsm	\$0.12
	productolith semi-gloss C1S	12pt/256gsm	\$0.11

\*\$10 minimum; priced per unit



b&w

colour

quantity	single-sided	double-sided	single-sided	double-sided	ds (b&w second side)
1-49	\$0.32	\$0.37	\$0.37	\$0.42	\$0.40
50+	\$0.27	\$0.32	\$0.32	\$0.37	\$0.35
100+	\$0.22	\$0.27	\$0.27	\$0.32	\$0.30
250+	\$0.17	\$0.22	\$0.22	\$0.27	\$0.25
500+	\$0.15	\$0.16	\$0.17	\$0.22	\$0.19
1000+	\$0.12	\$0.14	\$0.13	\$0.17	\$0.16
2000+	\$0.09	\$0.11	\$0.11	\$0.13	\$0.12

5"x7" text stock

weight

add/unit

PAPER SELECTION	uncoated	enviro digital 100% recycled	60lb/89gsm	-
		cougar smooth	70lb/104gsm	\$0.03
		cougar smooth	80lb/118gsm	\$0.05
		cougar smooth	100lb/148gsm	\$0.07
	coated	topkote dull / gloss	80lb/118gsm	\$0.06
		topkote dull / gloss	100lb/148gsm	\$0.08
		earthchoice colors	20lb/75gsm	\$0.02
		earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.03

5"x7" cover stock

weight

add/unit

PAPER SELECTION	uncoated	enviro digital 100% recycled	80lb/215gsm	\$0.14
		enviro digital 100% recycled	100lb/270gsm	\$0.15
		cougar smooth	80lb/216gsm	\$0.12
		cougar smooth	100lb/270gsm	\$0.13
	coated	cougar smooth	130lb/352gsm	\$0.20
		via linen pure white	100lb/270gsm	\$0.30
		topkote dull / gloss	111lb/300gsm	\$0.15
		productolith semi-gloss C1S	12pt/256gsm	\$0.14

\*\$10 minimum; priced per unit

# LAMINATING & FOAM CORE MOUNTING

## ROLL LAMINATING

document size	finish	thickness	trimming	cost/unit
8.5"x11"	gloss/matte	3 mil	included	\$2.00
8.5"x14"	gloss/matte	3 mil	included	\$2.50
11"x17"	gloss/matte	3 mil	included	\$3.25
large format laminating	gloss/matte	3 mil	included	\$2.50/sq ft
bulk laminating (varied sizes)	gloss/matte	3 mil	\$0.30/unit	\$6/linear ft
*max 37" wide; \$10 minimum				

## POUCH LAMINATING

pouch size	finish	thickness	cost/unit
business (3.75"x2.25")	gloss	5 mil	\$1.50
school (3.625"x2.5")	gloss	5 mil	\$1.50
letter (9"x11.5")	gloss	3 mil	\$2.50
letter (9"x11.5")	gloss	5 mil	\$3.00
letter (9"x11.5")	matte	5 mil	\$3.50
letter (9"x11.5")	gloss	10 mil	\$4.00
legal (9"x14.5")	gloss	5 mil	\$4.25
tabloid (12"x18")	gloss	5 mil	\$4.50
tabloid (12"x18")	gloss	10 mil	\$5.00

## FOAM CORE MOUNTING

	finish	foam colour	cost/square foot
3/16" foam / 3 mil laminate	gloss/matte	white/black	\$6.00
*max 37"x54"; \$20 minimum			





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## BUTTONS

	1-24	25+	50+	100+	250+	500+	1000+	2000+	parts only
1" round pinback buttons	\$1.50	\$1.05	\$0.65	\$0.40	\$0.38	\$0.36	\$0.34	\$0.33	\$0.30
1.5" round pinback buttons	\$1.75	\$1.25	\$0.75	\$0.43	\$0.41	\$0.39	\$0.37	\$0.36	\$0.35
2.25" round pinback buttons	\$2.25	\$1.40	\$0.80	\$0.48	\$0.46	\$0.44	\$0.42	\$0.41	\$0.40

*\*artwork setup \$10 per unique design (if applicable); full-serve artwork printed on Xerox Bold Digital 24lb text / 90gsm*

## MUGS

ceramic	1	2+	aluminum / stainless steel	1+	2+
11 oz ceramic	\$13.00	\$11.00	14 oz stainless steel travel mug	\$25.00	\$23.00
15 oz ceramic	\$17.00	\$15.00	16 oz stainless steel tumbler	\$29.00	\$27.00
11 oz colour changing ceramic	\$19.00	\$17.00	600 ml aluminum water botter	\$20.00	\$18.00
12 oz ceramic "latte" mug	\$15.00	\$13.00	600 ml stainless steel water bottle	\$20.00	\$18.00
17 oz ceramic "latte" mug	\$19.00	\$17.00	17 oz stainless steel insulated water bottle	\$29.00	\$27.00

## POSTERING

	cost/run
on-campus distribution (3 week posting)	\$30.00
colour print and distribution	\$45.00
b&w print and distribution	\$35.00

*\*50 x letter/legal or 25 x tabloid on Topkote gloss 80lb text / 118gsm*

## BINDING

coil bound edge ≤11"	document thickness	1-10 units	11+ units
5-50 sheets	≤1/4" ≤8mm	\$4.50	\$4.00
51-105 sheets	≤9/16" ≤16 mm	\$6.00	\$5.50
106-230 sheets	≤1 1/4" ≤35 mm	\$8.00	\$7.50

*\*cost includes covers (plastic or cover stock); sheet count based on 60lb text / 89gsm*

11"< bound edge ≤17"	document thickness	per unit
5-95 sheets	≤13/32" ≤12 mm	\$12.00

*\*cost includes covers (plastic or cover stock); sheet count based on 60lb text / 89gsm*

# FINISHING

# ≠ FAXING

## FINISHING

cutting	cost
guillotine cutting	\$1.00/cut
bulk trimming	\$60.00/hour
stapling	cost/unit
machine stapling (single)	\$0.05
machine stapling (double)	\$0.10
manual stapling	\$0.10
staple removal	\$0.25
hole punching	cost
machine 2- or 3-hole punching	\$0.01/sheet
manual punching	\$0.10/punch
folding	cost/sheet
machine folding	\$0.03
manual folding	\$0.10
creasing	cost/sheet
machine creasing	\$0.25

## SCANNING

scanning	cost
scan to email or USB (colour, greyscale or B&W; 200-600 dpi)	\$60/hour
*\$5 minimum; max 11.6"x17"	

## FAXING

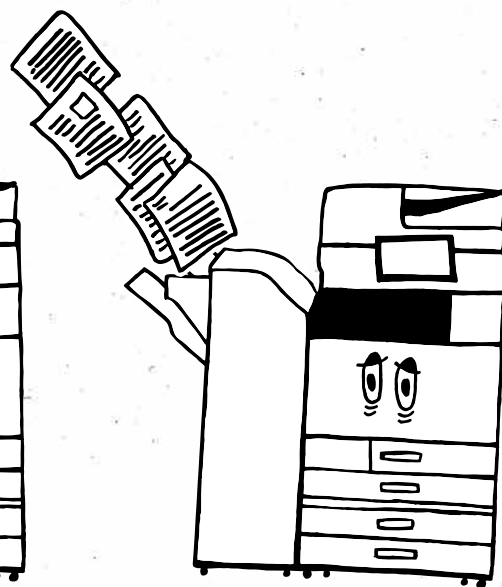
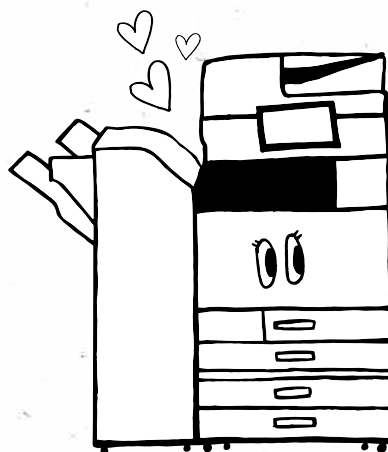
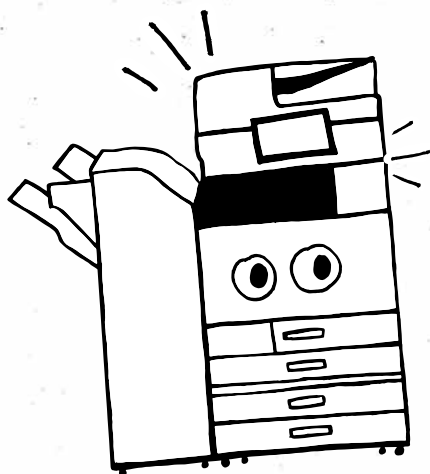
send	first page	additional pages
local/toll-free	\$1.50	\$0.50
long distance within BC	\$2.00	\$0.75
long distance within Canada	\$2.50	\$1.00
international	\$3.50	\$1.25
receive	cost/page	
Zap fax #: (250) 721-8728	\$0.75	
<i>*Zap cover sheets are free to send; if a cover sheet is the only page sent, refer to "first page" pricing</i>		

## INTERNAL

	unit	cost/unit
uvss staff food chits	stack of 50 chits	\$4.00
moneris debit machine cover	single	\$4.00

# SELF SERVE

		<b>b&amp;w</b>	<b>colour</b>
8.5" x 11" (letter)	one-sided	\$0.10	\$0.35
	two-sided	\$0.09	\$0.33
8.5" x 14" (legal)	one-sided	\$0.12	\$0.37
	two-sided	\$0.11	\$0.35
11" x 17" (ledger/tabloid)	one-sided	\$0.14	\$0.40
	two-sided	\$0.13	\$0.38
12" x 18" (oversize tabloid/arch b)	one-sided	\$0.17	\$0.45
	two-sided	\$0.16	\$0.43
scan to email		\$0.05	\$0.05



# POLICY ETC.

**By using Zap Copy and its services, users agree to abide by Zap's Terms and Conditions.  
Our full policy is available on [zapcopy.com](http://zapcopy.com)**

## MINIMUMS

### **full-serve**

Basic full-serve services, with the exception of photocopying, are subject to a \$5 minimum charge. Roll laminating is subject to a \$10 minimum charge. Handbills, business cards, 4"x6" prints, 5"x7" prints, and tent cards are subject to a \$10 minimum charge. Foam core mounting is subject to a \$20 minimum charge. Digital editing and layout services are subject to a \$5 minimum fee.

All full-serve orders over \$100 must be prepaid.

All minimum amounts listed above do not include taxes.

### **self-serve**

The minimum self-serve credit amount per transaction is \$2 plus taxes.

## REFUNDS

### **full-serve**

Full-serve orders will not be refunded once billable work has been completed. Refunds will only be processed for cancelled orders where no billable work has been completed and can only be fulfilled in person. If a quality issue arises in the final run of an order that was not present in the approved proof or does not fall under the risks associated with refusal of proofs, a partial or full reprint may be granted at the discretion of a manager.

### **self-serve**

Self-serve printing credit is non-refundable.

### **retail goods**

Retail goods 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.



## TURNAROUND

While we strive to complete orders as quickly as possible, turnaround times for full-serve orders may vary depending on order volumes, complexity, staffing, equipment functionality, and availability of supplies.

In the case of unforeseen circumstances affecting the turnaround time of an order in process, customers will be notified immediately and alternatives will be sought on a case-by-case basis.

## QUOTES

Quotations and estimates for all print products or services are based on the accuracy of the specifications provided by the customer. The customer acknowledges that final costs may change based on the final print ready file submitted and the accuracy of the specifications provided.

## COPYRIGHT & REFUSAL

All full-serve and self-serve printing, copying, and scanning is subject to the Canadian Copyright Act. By using the self-serve system, users agree to abide by all local, provincial, and federal copyright laws. Full-serve orders may be refused on the basis of copyright.

Zap reserves the right, at its sole discretion, to refuse to print anything it deems improper or known to be illegal, vulgar, and immoral or an infringement of any third party's right.

## CONDUCT

Users of Zap Copy are expected to be respectful towards the space and its users, staff, facilities, and resources at all times.

Zap equipment and spaces are a shared resource.

Zap users are responsible for informing themselves of Zap, UVSS and University of Victoria Policies.

Maintaining a respectful and safe space, and equitable and open access to Zap resources are of the utmost importance to us.

If you violate any Guidelines on Conduct you may be suspended from access to Zap facilities and resources.

Be kind to one another!

**Questions? We're always happy to help!**  
**Drop by the store, give us a call, or send us an email :)**

