



PRICE GUIDE



Zap Copy is a not-for-profit printing service and retail shop.

We offer quality printing and supplies for students and the local community.
As part of the University of Victoria Students' Society, all profits go back to students
in the form of advocacy, events, and other services.

contact us for a quote:

250-721-8805
zaporders@uvss.ca
zapcopy.com



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	colour		
			ss	ds	buy
uncoated	enviro digital 100% recycled	60lb/89gsm	-	-	\$0.05
	cougar smooth	70lb/104gsm	\$0.05	\$0.02	\$0.10
	cougar smooth	80lb/118gsm	\$0.07	\$0.03	\$0.12
	cougar smooth	100lb/148gsm	\$0.09	\$0.04	\$0.14
	new white / natural cream	60lb/89gsm	\$0.11	\$0.05	\$0.16
	ivory linen	60lb/89gsm	\$0.08	\$0.04	\$0.13
	avery mailing labels 8.5x11 sheet	80lb/118gsm	\$0.70	-	\$0.75
coated	dull / gloss	80lb/118gsm	\$0.08	\$0.04	\$0.13
	dull / gloss	100lb/148gsm	\$0.10	\$0.05	\$0.15
	classic linen white pearl	60lb/89gsm	\$0.08	\$0.04	\$0.13
	transparency	-	\$0.75	-	\$0.80
colour	kernowprint pro (PET) synthetic	8 mil/261gsm	\$2.00	\$1.00	\$2.50
	earthchoice colors	20lb/75gsm	\$0.03	\$0.01	\$0.08
	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.05	\$0.02	\$0.10
	letter 8.5"x11" cover stock (add on)	weight	colour		
			ss	ds	buy
uncoated	enviro digital 100% recycled	80lb/215gsm	\$0.17	\$0.08	\$0.23
	enviro digital 100% recycled	100lb/270gsm	\$0.18	\$0.09	\$0.24
	cougar smooth	80lb/216gsm	\$0.13	\$0.06	\$0.18
	cougar smooth	100lb/270gsm	\$0.15	\$0.07	\$0.20
	cougar smooth	130lb/352gsm	\$0.30	\$0.15	\$0.35
	via linen pure white	100lb/270gsm	\$0.45	\$0.22	\$0.50
coated	dull / gloss	111lb/300gsm	\$0.20	\$0.10	\$0.25
	productolith semi-gloss C1S	12pt/256gsm	\$0.17	\$0.08	\$0.23
	classic linen gold pearl	84lb/227gsm	\$0.50	\$0.20	\$0.55
	earthchoice hots / astrobrights smooth	65lb/176gsm	\$0.12	\$0.06	\$0.17
colour	fraser, genesis, neenah or torchglow	65lb/80lb/100lb	\$0.20	\$0.10	\$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
uncoated	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
coated	dull / gloss	80lb/118gsm	\$0.12	\$0.06	\$0.17
	dull / gloss	100lb/148gsm	\$0.17	\$0.08	\$0.22
colour	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
uncoated	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
coated	via linen pure white	100lb/270gsm	\$0.65	\$0.32	\$0.70
	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 12x18 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

dull / gloss

80lb/118gsm

\$0.15

\$0.07

\$0.20

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

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

HANDBILL

PRINTING (3.5x5.5)

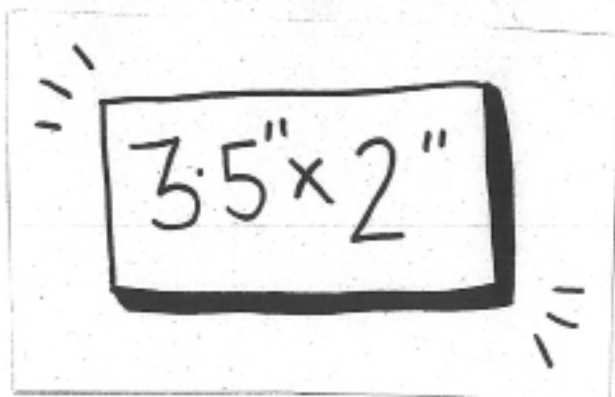
quantity	b&w		colour		
	single-sided	double-sided	single-sided	double-sided	ds(b&wsecondside)
50+	\$0.20	\$0.25	\$0.30	\$0.32	\$0.31
100+	\$0.15	\$0.20	\$0.23	\$0.27	\$0.26
250+	\$0.10	\$0.15	\$0.17	\$0.22	\$0.21
500+	\$0.07	\$0.10	\$0.11	\$0.17	\$0.16
1000+	\$0.06	\$0.07	\$0.09	\$0.11	\$0.10
2000+	\$0.05	\$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	dull / gloss	80lb/118gsm	\$0.02
	dull / gloss	100lb/148gsm	\$0.03
colour	earthchoice colors	20lb/75gsm	\$0.01
	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.01

handbill 3.5"x5.5" cover stock		weight	add/unit
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	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&wsecondside)
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

dull / gloss

111lb/300gsm

\$0.02

productolith semi-gloss C1S

12pt/256gsm

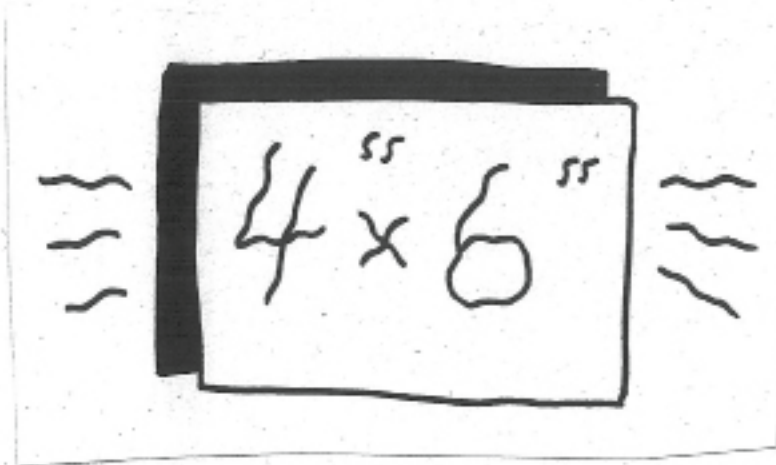
\$0.01

*\$10 minimum; priced per unit

PAPER

uncoated

coated



b&w

colour

quantity	single-sided	double-sided	single-sided	double-sided	ds(b&wsecondside)
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
	dull / gloss	80lb/118gsm	\$0.05
	dull / gloss	100lb/148gsm	\$0.07
colour	earthchoice colors	20lb/75gsm	\$0.02
	earthchoice hots / astrobrights smooth	60lb/89gsm	\$0.02

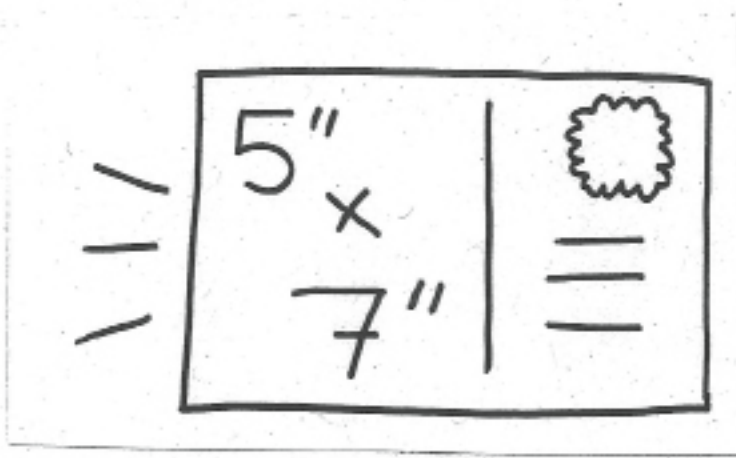
4"x6" cover stock

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
coated	cougar smooth	100lb/270gsm	\$0.10
	cougar smooth	130lb/352gsm	\$0.15
	via linen pure white	100lb/270gsm	\$0.25
coated	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&wsecondside)	
		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	
PAPER SELECTION	uncoated	5"x7" text stock				weight	add/unit	
		enviro digital 100% recycled				60lb/89gsm	-	
		cougar smooth				70lb/104gsm	\$0.03	
		cougar smooth				80lb/118gsm	\$0.05	
	coated	cougar smooth				100lb/148gsm	\$0.07	
		dull / gloss				80lb/118gsm	\$0.06	
	colour	dull / gloss				100lb/148gsm	\$0.08	
		earthchoice colors				20lb/75gsm	\$0.02	
	COVER SELECTION	uncoated	earthchoice hots / astrobrights smooth				60lb/89gsm	\$0.03
			5"x7" cover stock				weight	add/unit
enviro digital 100% recycled				80lb/215gsm	\$0.14			
enviro digital 100% recycled				100lb/270gsm	\$0.15			
uncoated		cougar smooth				80lb/216gsm	\$0.12	
		cougar smooth				100lb/270gsm	\$0.13	
		cougar smooth				130lb/352gsm	\$0.20	
coated		via linen pure white				100lb/270gsm	\$0.30	
	dull / gloss				111lb/300gsm	\$0.15		
		productolith semi-gloss C1S				12pt/256gsm	\$0.14	

*\$10 minimum; priced per unit

LARGE FORMAT PRINTING

S. No	GSM	Paper Type	Core Diameter	Paper Roll Width	Price
Bond paper 20#	30	Bond paper	2"	36" (3')	\$0.90 / sq ft
Coated Bond paper 24#	36	Bond paper	2"	44" (3.6')	\$0.99 / sq ft
Coated Bond paper 41#	112	Bond paper	3"	42" (3.1')	\$2.75 / sq ft
Photo paper Gloss finish	210	Gloss Photo paper	2"	44" (3.6')	\$7.25 / sq ft
True colour Matte 7 mil	140	Matte paper	3"	42" (3.5')	\$2.75 / sq ft
True colour Matte 9 mil	180	Matte paper	3"	42" (3.5')	\$7.00 / sq ft
True colour Matte 9 mil	180	Matte paper	3"	36" (3')	\$6.50 / sq ft

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				

POUCHLAMINATING

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

FOAMCOREMOUNTING

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



BUTTONS

	1-24	25+	50+	100+	partonly
1" round pinback buttons	\$1.50	\$1.05	\$1.00	\$0.90	\$0.50
1.5" round pinback buttons	\$1.75	\$1.25	\$1.10	\$0.95	\$0.55
2.25" round pinback buttons	\$2.25	\$1.40	\$1.25	\$1.15	\$0.90

**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 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>		

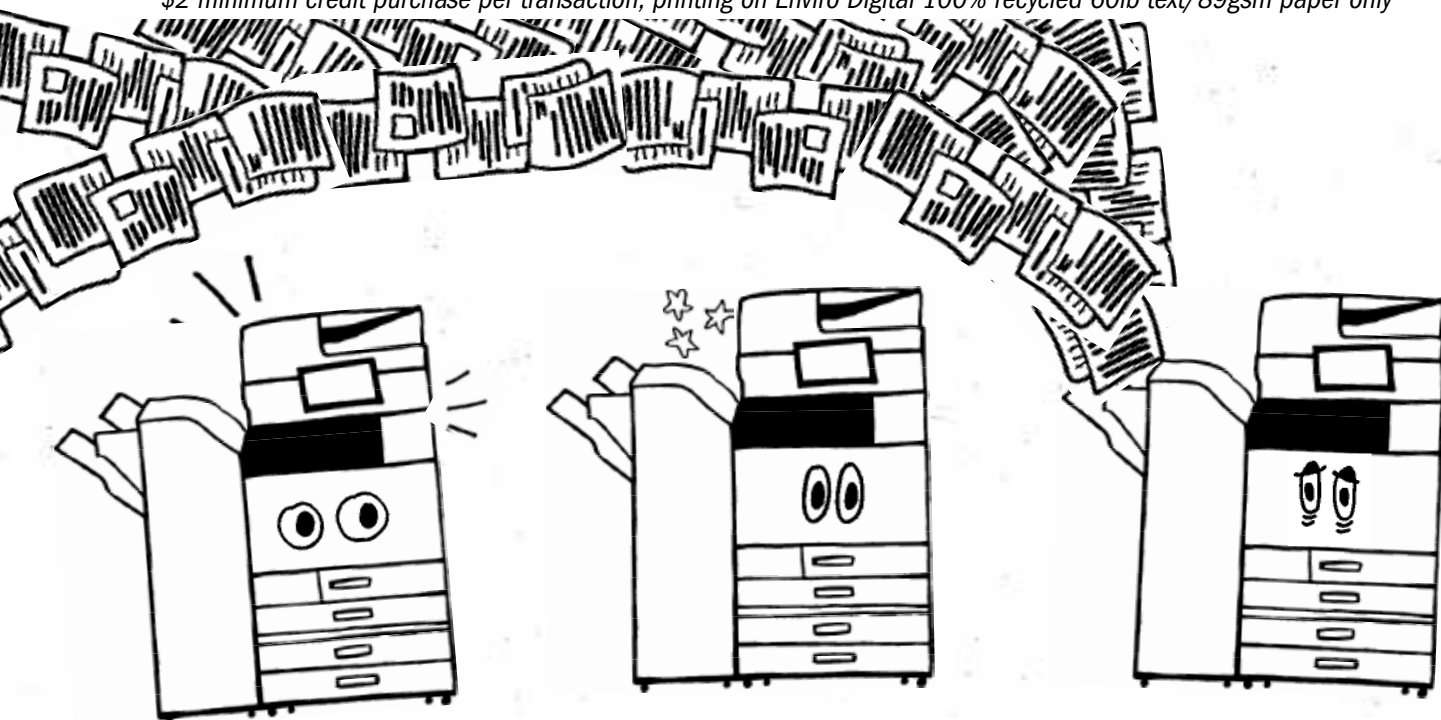
INTERNAL

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

SELF SERVE

		b&w	colour
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

*\$2 minimum credit purchase per transaction; printing on Enviro Digital 100% recycled 60lb text/89gsm paper only



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

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 :)



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