

# PRICES & SERVICES GUIDE



# MAKING YOUR CREATIVE EXPRESSIONS A TANGIBLE REALITY – **EVERYDAY**

## Our Mission

To offer the Queen's community with exceptional document and graphic solutions at competitive prices and trusted quality, while providing exceptional customer service.

## Our Customer Service Mandate

To consistently provide all patrons with efficient and high quality service, by professional and knowledgeable staff within a welcoming, accessible, and inclusive environment.

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# STANDARD PRINTING

## BLACK AND WHITE

SINGLE SIDED	1-249	250+	500+	1000+	1500+
Letter	\$ 0.08	\$ 0.08	\$ 0.08	\$ 0.07	\$ 0.07
Legal	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.08	\$ 0.08
Tabloid	\$ 0.16	\$ 0.15	\$ 0.14	\$ 0.13	\$ 0.13
DOUBLE SIDED	1-249	250+	500+	1000+	1500+
Letter	\$ 0.14	\$ 0.13	\$ 0.12	\$ 0.08	\$ 0.07
Legal	\$ 0.15	\$ 0.14	\$ 0.14	\$ 0.12	\$ 0.10
Tabloid	\$ 0.34	\$ 0.26	\$ 0.22	\$ 0.18	\$ 0.17

## COLOUR

SINGLE SIDED	1-249	250+	500+	1000+	1500+
Letter	\$ 0.55	\$ 0.50	\$ 0.45	\$ 0.39	\$ 0.34
Legal	\$ 0.69	\$ 0.55	\$ 0.50	\$ 0.45	\$ 0.40
Tabloid	\$ 0.95	\$ 0.75	\$ 0.69	\$ 0.64	\$ 0.53
DOUBLE SIDED	1-249	250+	500+	1000+	1500+
Letter	\$ 0.84	\$ 0.64	\$ 0.53	\$ 0.43	\$ 0.37
Legal	\$ 0.99	\$ 0.80	\$ 0.70	\$ 0.60	\$ 0.50
Tabloid	\$ 1.30	\$ 0.93	\$ 0.82	\$ 0.71	\$ 0.60

# PHOTOS

	4x6	5x7
Standard	\$ 0.50	\$ 1.00
Large Format	Colour Print + Glossy Paper	

# SCANNING

	Plate	Feeder
Card to Tabloid	\$ 0.15 / page	\$ 0.25 / 25 pages
All of our printers scan in colour to USB or email!		

# STATIONARY

LETTER	BLANK	PRINTED plus printing costs	REAM
White Text	\$ 0.02	FREE	\$ 5.76
Coloured Text	\$ 0.10	\$ 0.05	\$ 20
Coen	\$ 0.10	\$ 0.07	\$ 20
Glossy Text	\$ 0.25	\$ 0.20	
White Cardstock	\$ 0.20	\$ 0.15	\$ 20
Coloured Cardstock	\$ 0.20	\$ 0.15	\$ 20
Parchment Cardstock	\$ 0.20	\$ 0.15	\$ 20
Glossy Cardstock	\$ 0.30	\$ 0.25	
Business Cardstock	\$ 0.40	\$ 0.30	
Linen & Fiber Cardstock	\$ 0.50	\$ 0.40	
Overhead Transparency	\$ 1.00	\$ 0.85	
Transparent Cover	\$ 0.90		
Executive Backing	\$ 1.25		
Sticker Paper	\$ 1.75	\$ 1.75	\$ 40
LEGAL	BLANK	PRINTED plus printing costs	REAM
Coen	\$ 0.14	\$ 0.10	\$ 40
TABLOID	BLANK	PRINTED plus printing costs	REAM
Coen	\$ 0.20	\$ 0.10	\$ 50
Glossy Text	\$ 0.40	\$ 0.30	
Cardstock	\$ 0.30	\$ 0.20	\$ 40
Glossy Cardstock	\$ 0.50	\$ 0.40	

# SPECIALTY PRINTS

## BUSINESS CARDS

	single sided	double sided
50	\$15.00	\$17.50
100	\$20.00	\$22.50
250	\$25.00	\$30.00
500	\$40.00	\$50.00
<b>bulk</b>	refer to our conference guide	
<b>custom</b>	any smaller set charged as printing and 14 cuts (\$7)	
<b>unique sets</b>	any different set is a new fee (any new placing)	

## RAVE CARDS

	standard 3*4, DS, colour
50	\$6.50 + paper + \$4.50 (cuts)
100	\$11.7 + paper + \$4.50
250	\$27.3 + paper + \$4.50
500	\$54.6 + paper + \$4.50
<b>bulk</b>	refer to our conference guide
<b>custom</b>	charged by prints, paper type and size, and cuts

### STANDARD RUSH FEE

#### 1 DAY

\$10 / 1 HOUR, DS  
\$5 / 1 HOUR, SS

### BULK RUSH FEE

#### 2 DAYS

20% / 1 DAY  
30% / END OF DAY

### STANDARD RUSH FEE

#### 3 DAYS

30% / 2 DAYS  
40% / 1 DAY

### BULK RUSH FEE

#### 5 DAYS

20% / 3 DAYS  
30% / 2 DAYS

## NAME TAGS

	single sided (3*4)	double sided (3*4)	production fee
50	\$4.75 + paper + \$4.50 (cuts)	\$6.50 + paper + \$4.50	5%
100	\$8.55 + paper + \$4.50	\$11.7 + paper + \$4.50	10%
250	\$19.95 + paper + \$4.50	\$27.3 + paper + \$4.50	15%
500	\$39.9 + paper + \$4.50	\$54.6 + paper + \$4.50	25%
<b>bulk</b>	refer to our conference guide	<b>holders</b> \$1.25 / \$1.00 when you print with us!	
<b>custom</b>	charged by prints, paper type and size, and cuts plus closest production fee		
<b>unique sets</b>	unique fronts and backs of each card or set - 30% fee overall, 15% per set		

### NAME TAGS

turnaround time is up to manager discretion and is dependent on the complexity and size of the order

## POSTERS

	2x3 (24*36)	3x4 (36*48)	custom
matte	\$12.99	\$24.99	\$3.00/sqft
glossy	\$14.99	\$29.99	\$3.50/sqft
banner vinyl	\$35.99	\$71.99	\$6.50/sqft
fabric	\$38.99	\$77.99	\$7.00/sqft
<b>banner stand</b>	(36x78.75 banner vinyl print + retractable stand)		\$109.99
<b>hanging banner</b>	(grommited 31.5x72 + x-style banner)		\$79.99
<b>bulk</b>	any amount over 20 posters - see conference guide		
<b>tube</b>	cardboard tube with crimped ends at 36"		\$4.00

### STANDARD RUSH FEE

#### 1 DAY

\$1.50/SQFT / 1 HOUR

# BINDING

COIL BOUND	1-20	6+	20+	covers
Small (1-74 pg)	\$ 2.75	every sixth bind on us	refer to our conference guide	Colour Cardstock 0
Medium (75-169 pg)	\$ 3.75			Parchment 0
Large (170-234 pg)	\$ 5.75			Linen .5
Largest (235-335 pg)	\$ 6.75			Fiber .5
				Transparent Cover 1
				Executive Backing 1.25

CERLOX BOUND		COVER BOUND	
Small ( $\frac{1}{2}$ " - $\frac{5}{8}$ " )	\$ 2.25	Small ( $\frac{1}{16}$ " - $\frac{3}{8}$ " )	\$ 5.75
Medium ( $\frac{3}{4}$ " - 1" )	\$ 3.25	Medium ( $\frac{1}{2}$ " - 1" )	\$ 6.75
Large (1" - 2" )	\$ 4.25	Large ( $1\frac{1}{4}$ " - 2" )	\$ 7.75

SADDLE STITCH	<b>\$ 0.10 per book plus printing costs</b>
The page count of a saddle-stitch book must be divisible by 4. These books come in letter or statement size. Covers can be a unique paper type from the content pages, and in colour or bw.	

TRASHBOOKS		1-20	20-50	50-80	80+	150+
Letter Size	\$2.99					
Mini	\$1.70					
Mini Mini	\$0.50					
Custom Mini		\$2.00	\$1.85	\$1.70	\$1.45	\$1.00
Custom Mini Mini		\$0.80	\$0.65	\$0.50	\$0.50	\$0.40
Specialty Notebook		\$6.50	\$6.00	\$5.50	\$5.00	\$4.50

<b>COIL, COVER, CERLOX BOUND</b>	<b>1 DAY</b>	<b>2 DAYS</b>
	\$1.25 / 1 HOUR	20% / 1 DAY
		30% / END OF DAY
	<b>3 DAYS</b>	<b>5 DAYS</b>
<b>SADDLE-STITCH BOOKLETS</b>	30% / 2 DAYS	20% / 3 DAYS
	40% / 1 DAY	30% / 2 DAYS

# FINISHING

## LAMINATING

	first page	subsequent	cuts
Letter	\$2.25	\$1.50	
Legal	\$3.00	\$1.75	
Tabloid	\$3.75	\$2.00	
Badge	\$1.50	\$0.50	\$0.15 /badge
<b>bulk</b>	refer to an MOD		
<b>specialty</b>	embossing; matte or glossy laminate		

STANDARD RUSH FEE
<b>1 DAY</b>
\$0.25 /BADGE / 1 HOUR

## CUTTING

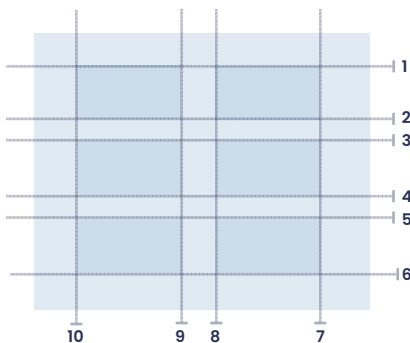
Machine Cut	\$ 0.25 /cut per 250 sheets
Hand Cut	\$ 0.50 /cut
Perforating	\$ 5.00 fee

**STANDARD RUSH FEE**

**BULK RUSH FEE**

**1 DAY**  
30% / 1 HOUR  
OF CUT FEE

**2 DAYS**  
20% / 1 DAY  
OF CUT FEE

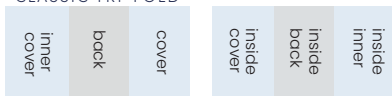


NO BORDERS - 4 CUTS  
NO MARGINS BETWEEN ITEMS - 1 CUT

## FOLDING

Half Fold <small>by printer</small>	\$ 0.05
Brochure Fold	\$ 0.05
<b>bulk</b>	maximum fee \$50
<b>artwork fee</b>	should we have to format the document to ensure it is appropriately spaced, charge a 10% production fee.

CLASSIC TRI-FOLD



FACING

ACCORDION FOLD



FACING

FACING

**3 DAYS**  
30% / 1 DAY  
OF FOLD FEE

**5 DAYS**  
20% / 2 DAYS  
OF FOLD FEE

## MISCELLANEOUS

Grommeting	\$0.25 /grommet
Punching	\$1.00 flat fee
Delivery	\$10.00 flat fee
<b>artwork fee</b> \$5 / half hour	includes: document changes, formatting, creation, proofing
<b>specialty services</b> \$2 / half hour	includes: hole punching, stapling, archiving, hand folding



# OUTSOURCING

Thanks to 30 years of partnerships with our outsourcers, we're glad to offer you discounts on outside and complex jobs!

We can't know your specific quote until we have the details about your job, but these are some common orders and their prices.

Please grab a manager to get more information or email [pcc@ams.queensu.ca](mailto:pcc@ams.queensu.ca)!

## MOUNTING

	2x3 (24*36)	3x4 (36*48)	1x2 (12*24)
foamcore	\$53.08	\$28.57	\$12.25
laminated	\$86.09	\$44.72	\$18.32
cutout	~ \$35	~ \$50	~ \$25
	Postcard	Award	
plaquing	~ \$10	~ \$30	
<b>Delivery</b>	To / From (one-way cost)		\$7
<b>Artwork Fee</b>	Cost of printing in-store not included		

**STANDARD  
TURNAROUND**

**1 TO 2 WEEKS**

## STICKERS

	250	500	1000
Round White 2"	~\$450	~\$500	~\$560
Round Transparent 2"	~\$600	~\$660	~\$740
Rectangle White 2x4"	~\$400	~\$450	~\$740
Die-Cut	~\$450	~\$500	~\$560
<b>Artwork Fee</b>	To correct document formatting or creation		\$20
<b>Delivery</b>	Dependent on the product and turnaround time		

**STANDARD  
TURNAROUND**

**1 TO 2 WEEKS**

## ASK ABOUT...

PERFECT BINDING

FILE FOLDERS

SPECIALTY BROCHURES,  
CARDS, POSTERS

WINDOW DECALS

CUSTOM BINDERS

CARDBOARD CUTOUTS

**AND MUCH MORE!**

# ADVERTISE WITH US

## *THAT'S RIGHT - WE CAN SHARE*

Have you ever noticed how busy the P&CC is? You're not alone. During quiet periods, we see hundreds of students through our doors within a week, or even a day. During our peak times (which comprise about 60% of our operating period), we see thousands.

Over 70% of our business is made up of students using our walk-up computers. Imagine how many students see our desktops in a day. And guess what? 100% of customers will view our television during their visit while they wait to pick up their documents or get cashed out.

No wonder we place advertisements on our computer desktops and TVs, right?

But don't worry -- we're willing to share the spotlight with you. The P&CC offers walk-up and TV advertising at prices more reasonable than any other promotional service on campus. Take advantage of the crowds and make your event a huge success with us!

## REGULAR WEEK RATES

		CLUBS	QUEEN'S AFFILIATE	CORPORATE
1 WEEK		\$ 30	\$ 40	\$ 60
2 WEEKS		\$ 60	\$ 80	\$ 120
3 WEEKS		\$ 80	\$ 120	\$ 180
1 MONTH	10% OFF	\$ 108	\$ 144	\$ 216
2 MONTHS	15% OFF	\$ 204	\$ 272	\$ 408
3 MONTHS	20% OFF	\$ 288	\$ 384	\$ 576
SEMESTER	25% OFF	\$ 360	\$ 480	\$ 720

## PREMIUM WEEK RATES

		CLUBS	QUEEN'S AFFILIATE	CORPORATE
1 WEEK		\$ 40	\$ 50	\$ 70
2 WEEKS		\$ 80	\$ 100	\$ 140
3 WEEKS		\$ 90	\$ 150	\$ 210
1 MONTH	10% OFF	\$ 144	\$ 180	\$ 252
2 MONTHS	15% OFF	\$ 272	\$ 340	\$ 476
3 MONTHS	20% OFF	\$ 384	\$ 480	\$ 676
SEMESTER	25% OFF	\$ 480	\$ 600	\$ 840

# TURN-AROUNDS

PLEASE NOTE: BASED ON THE CAPABILITIES OF OUR MACHINES AND OUR TEAM, RUSHES ARE AVAILABLE AT THE DISCRETION OF MANAGEMENT.

<b>LETTER - TABLOID PRINT JOBS</b>  FORMS, ITINERARIES, SMALL-SCALE POSTERS, STICKERS, ETC	<b>ON-SPOT PRINTING WITH NO RUSH FEE</b>	Time to print is dependent on:  size of job, paper cut, media type, DS or SS
	<b>STANDARD RUSH FEE</b>	<b>BULK RUSH FEE</b>
<b>BUSINESS CARDS</b>	<b>1 DAY</b> \$10 / 1 HOUR, DS \$5 / 1 HOUR, SS	<b>3 DAYS</b> \$15 / 1 DAY, DS \$10 / 1 DAY, SS
<b>RAVE CARDS</b>	<b>3 DAYS</b> 30% / 2 DAYS 40% / 1 DAY	<b>5 DAYS</b> 20% / 3 DAYS 30% / 2 DAYS
<b>POSTERS</b>	<b>1 DAY</b> \$1.25 / SQFT, 1 HOUR	<b>3 DAYS</b> \$0.95 / SQFT, 1 DAY
<b>COIL, COVER, CERLOX BOUND</b>	<b>1 DAY</b> \$1.25 / 1 HOUR	<b>2 DAYS</b> 20% / 1 DAY 30% / END OF DAY
<b>SADDLE-STITCH BOOKLETS</b>	<b>3 DAYS</b> 30% / 2 DAYS 40% / 1 DAY	<b>5 DAYS</b> 20% / 3 DAYS 30% / 2 DAYS
<b>LAMINATING</b>	<b>1 DAY</b> \$0.25 /BADGE / 1 HOUR	
<b>CUTTING</b>	<b>1 DAY</b> 30% / 1 HOUR OF CUT FEE	<b>2 DAYS</b> 20% / 1 DAY OF CUT FEE
<b>FOLDING</b>	<b>3 DAYS</b> 30% / 1 DAY OF FOLD FEE	<b>5 DAYS</b> 20% / 2 DAYS OF FOLD FEE
<b>OUTSOURCING</b>	<b>1-2 WEEKS</b>	

**CALL US:**

**(613) 533-6543**

**VISIT US:**

**M-TH**

8-7

**F**

8-5

**SUN**

12-4

**LEARN MORE:**



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[@pandcc](https://www.instagram.com/pandcc)

The P&CC is dedicated to  
turning your creative expressions  
into a tangible reality.

Let us know what more we can do for you!

**HALEY KENNA**

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YEAH,

WE DO THAT