

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	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.09	\$ 0.09
Legal	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.10	\$ 0.10
Tabloid	\$ 0.18	\$ 0.17	\$ 0.16	\$ 0.15	\$ 0.15
DOUBLE SIDED	1-249	250+	500+	1000+	1500+
Letter	\$ 0.18	\$ 0.17	\$ 0.16	\$ 0.12	\$ 0.10
Legal	\$ 0.22	\$ 0.21	\$ 0.20	\$ 0.18	\$ 0.16
Tabloid	\$ 0.35	\$ 0.31	\$ 0.28	\$ 0.24	\$ 0.23

COLOUR

SINGLE SIDED	1-49	50+	100+	250+	500+
Letter	\$ 0.40	\$ 0.38	\$ 0.35	\$ 0.30	\$ 0.25
Legal	\$ 0.55	\$ 0.53	\$ 0.50	\$ 0.45	\$ 0.40
Tabloid	\$ 0.85	\$ 0.75	\$ 0.69	\$ 0.64	\$ 0.53
DOUBLE SIDED	1-49	50+	100+	250+	500+
Letter	\$ 0.75	\$ 0.65	\$ 0.55	\$ 0.45	\$ 0.35
Legal	\$ 0.90	\$ 0.80	\$ 0.70	\$ 0.60	\$ 0.50
Tabloid	\$ 1.15	\$ 0.95	\$ 0.80	\$ 0.70	\$ 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	\$ 0.08	\$ 20
Coen	\$ 0.10	\$ 0.08	\$ 20
Glossy Text	\$ 0.25	\$ 0.20	
White Cardstock	\$ 0.30	\$ 0.25	\$ 20
Coloured Cardstock	\$ 0.20	\$ 0.18	\$ 20
Parchment Cardstock	\$ 0.25	\$ 0.20	\$ 20
Glossy Cardstock	\$ 0.30	\$ 0.25	
Business Cardstock	\$ 0.40	\$ 0.30	
Linen & Fiber Cardstock	\$ 0.50	\$ 0.40	
Overhead Transparency	\$ 0.90	\$ 0.85	
Transparent Cover	\$ 1.00		
Executive Backing	\$ 1.25		
Sticker Paper	\$ 2.00	\$ 1.80	\$ 40
LEGAL	BLANK	PRINTED plus printing costs	REAM
Coen	\$ 0.14	\$ 0.12	\$ 40
TABLOID	BLANK	PRINTED plus printing costs	REAM
Coen	\$ 0.20	\$ 0.18	\$ 50
Glossy Text	\$ 0.40	\$ 0.30	
Cardstock	\$ 0.40	\$ 0.35	\$ 40
Glossy Cardstock	\$ 0.50	\$ 0.45	

SPECIALTY PRINTS

BUSINESS CARDS

	single sided	double sided
50	\$20.00	\$22.50
100	\$25.00	\$27.50
250	\$30.00	\$35.00
500	\$40.00	\$50.00
bulk	refer to our conference guide	
custom	any smaller set charged as printing and 14 cuts (\$7)	
unique sets	any different set is a new fee (any new placing)	

RAVE CARDS

	standard 3*4, DS, colour
50	\$4.79 + paper + \$4.50 (cuts)
100	\$9.58 + paper + \$4.50
250	\$23.96 + paper + \$4.50
500	\$47.92 + paper + \$4.50
bulk	refer to our conference guide
custom	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	\$3.13 + paper + \$4.50 (cuts)	\$4.79 + paper + \$4.50	5%
100	\$6.25 + paper + \$4.50	\$9.58 + paper + \$4.50	10%
250	\$15.63 + paper + \$4.50	\$23.96 + paper + \$4.50	15%
500	\$31.25 + paper + \$4.50	\$47.92 + paper + \$4.50	25%
bulk	refer to our conference guide	holders \$1.25 / \$1.00 when you print with us!	
custom	charged by prints, paper type and size, and cuts plus closest production fee		
unique sets	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	\$14.99	\$28.00	\$3.25/sqft
glossy	\$17.50	\$34.99	\$3.75/sqft
banner vinyl	\$39.99	\$78.00	\$7.00/sqft
fabric	\$42.00	\$85.00	\$8.50/sqft
banner stand	(36x78.75 banner vinyl print + retractable stand)		\$109.99
hanging banner	(grommited 31.5x72 + x-style banner)		\$89.99
bulk	any amount over 20 posters - see conference guide		
tube	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	\$ 0.10 per book plus printing costs
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

**COIL, COVER,
CERLOX BOUND**

**SADDLE-STITCH
BOOKLETS**

1 DAY
\$1.25 / 1 HOUR

3 DAYS
30% / 2 DAYS
40% / 1 DAY

2 DAYS
20% / 1 DAY
30% / END OF DAY

5 DAYS
20% / 3 DAYS
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
bulk	refer to an MOD		
specialty	embossing; matte or glossy laminate		

STANDARD RUSH FEE
1 DAY
\$0.25 /BADGE / 1 HOUR

CUTTING

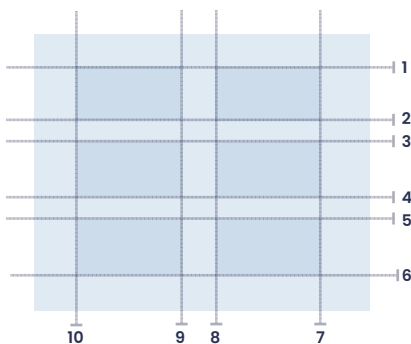
Machine Cut	\$ 0.30 /cut per 250 sheets
Hand Cut	\$ 0.50 /cut
Perforating	\$ 5.00 fee

STANDARD RUSH FEE

BULK RUSH FEE

1 DAY
30% / 1 HOUR
OF CUT FEE

2 DAYS
20% / 1 DAY
OF CUT FEE

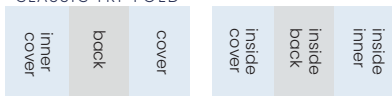


NO BORDERS - 4 CUTS
NO MARGINS BETWEEN ITEMS - 1 CUT

FOLDING

Half Fold <small>by printer</small>	\$ 0.05
Brochure Fold	\$ 0.05
bulk	maximum fee \$50
artwork fee	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
artwork fee \$5 / half hour	includes: document changes, formatting, creation, proofing
specialty services \$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!

MOUNTING

	3x4 (36*48)	2x3 (24*36)	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	
Delivery	To / From (one-way cost)		\$7
Artwork Fee	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
Artwork Fee	To correct document formatting or creation		\$20
Delivery	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.

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

CALL US:

(613) 533-6543

VISIT US:

M-TH

8-7

F

8-5

SUN

12-4

LEARN MORE:



thepcc.net



/pandcc



@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!

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YEAH,

WE DO THAT