

### PRICE LIST

Prices Effective August 19, 2019\*

The order form for stationery and pre-printed items can be downloaded from our website [uh.edu/cpd](http://uh.edu/cpd).

Please send the order form along with your samples through inter-office mail to Copy and Print Services (Mail Code 1002) or email to [cpd@uh.edu](mailto:cpd@uh.edu). **Requests for proofs and PDFs on stationery will incur an additional fee of \$5.00 per item.** Dollar prices all-inclusive.

## Stationery

### Letterhead

#### Standard sizes: 8½ x 11

24 lb bond with 25% rag content (UH watermark) printed in **black** and PMS 186 **red** (UH graphic standard). Shrink-wrapped in reams of 500.

Quantity	Price
500	93.00
1000	123.00
1500	153.00
2000	177.00
2500	208.00
5000	325.00
10000	536.00
20000	978.00

#### Other sizes

Type	Price
7¼ x 10½ (Monarch)	Add 3.00 per 500
5½ x 8½	Deduct 1.00 per 500

#### Blank stock

Type	Price
Blank 8½ x 11 25% rag bond (UH watermark)	20.00 per 500

### Envelopes

#### Envelopes: #9 and #10

24 lb white wove business envelope printed on face or back in **black** and PMS 186 **red** (UH graphic standard). Boxes of 500.

Quantity	Black	Black/Red
500	93.00	103.00
1000	107.00	127.00
1500	130.00	155.00
2000	147.00	171.00
2500	170.00	197.00
5000	258.00	306.00
10000	456.00	489.00
20000	864.00	916.00

#### Other sizes

Type	Price
9 ½ x 4 ⅞ #10, 24 lb window envelope	Add 5.00 per 500
6 ½ x 9 ½ 24 lb envelope	Add 30.00 per 500
9 ½ x 12 ½ 28 lb envelope	Add 55.00 per 500

#### Blank stock

Type	Price
#10 24 lb white wove envelope	15.00 per 500

### Business cards

100 lb smooth cover 3½ x 2 card stock printed one or two sides in **black** and PMS 186 **red** (UH graphic standard). Rush charges may apply for faster delivery

Quantity	One-sided	Two-sided
250	45.00	50.00
500	50.00	55.00
1000	60.00	70.00

### Mailing labels

5 x 4 sheets printed on 50 lb self-adhesive labels.

Quantity	One-sided	Two-sided
500	142.00	188.00
1000	175.00	222.00
1500	213.00	258.00
2000	239.00	283.00
2500	275.00	319.00
5000	427.00	465.00

### Buckslips/Notepads

20 lb **blue** or **white** bond, 4¼ x 7, 4¼ x 5½, or 5½ x 8½ sheets printed one side in **black** (standard and/or PMS 186), in pads of 100; minimum of 1000 sheets.

Quantity	Standard	Custom
1000	106.00	155.00
1500	113.00	159.00
2000	124.00	163.00
2500	130.00	165.00
5000	172.00	191.00

For larger quantities, please request a quote.

\*Prices subject to change.

# Print

## NCR forms

Multi-part forms printed on one side in black ink on no-carbon-required stock from a print-ready file. Forms requiring typesetting or formatting will incur additional charges; minimum of 500 sets. All prices include packaging (shrinkwrapping and/or boxing) and delivery to one campus location.

Parts	Size	500	1000	1500	2000	2500	3000	3500	4000	4500	5000
<b>2-part</b>	8½ x 11	148.00	180.00	228.00	259.00	304.00	344.00	387.00	415.00	454.00	480.00
	8½ x 14	154.00	196.00	249.00	286.00	334.00	383.00	432.00	465.00	507.00	540.00
	5½ x 8½	132.00	160.00	192.00	213.00	245.00	273.00	305.00	323.00	350.00	371.00
<b>3-part</b>	8½ x 11	183.00	238.00	304.00	350.00	414.00	472.00	535.00	575.00	629.00	670.00
	8½ x 14	186.00	256.00	334.00	390.00	463.00	533.00	606.00	655.00	719.00	766.00
	5½ x 8½	161.00	187.00	221.00	242.00	275.00	307.00	340.00	358.00	386.00	406.00
<b>4-part</b>	8½ x 11	213.00	298.00	395.00	467.00	559.00	645.00	735.00	796.00	883.00	937.00
	8½ x 14	235.00	330.00	435.00	515.00	616.00	710.00	810.00	877.00	975.00	1034.00
	5½ x 8½	196.00	236.00	286.00	318.00	366.00	408.00	457.00	485.00	530.00	556.00
<b>5-part</b>	8½ x 11	248.00	355.00	471.00	559.00	670.00	774.00	886.00	960.00	1066.00	1130.00
	8½ x 14	272.00	383.00	505.00	596.00	712.00	822.00	936.00	1014.00	1126.00	1191.00
	5½ x 8½	205.00	257.00	317.00	357.00	414.00	468.00	524.00	561.00	616.00	645.00

<b>6-part forms</b>	priced on request
<b>Double-sided printing</b>	priced on request
<b>Continuous-feed forms</b>	priced on request
<b>Typeset form</b>	priced on request
<b>Ink other than black</b>	add \$50
<b>Symbol other than "No."</b>	add \$25
<b>Numbering</b>	\$50 setup charge, plus \$25.00 per thousand

<b>Standard color configurations</b>	
<b>2-part</b>	white/canary
<b>3-part</b>	white/canary/pink
<b>4-part</b>	white/canary/pink/goldenrod
<b>5-part</b>	white/green/canary/pink/goldenrod

## Preprinted material

Item #	Description	Unit	Price
10015	Campus map	100/pad	20.00
10005	Standard answer sheet, #F-4521, A-E, color blue	500/pkg.	45.00
10010	Standard answer sheet, #T-4887, 0-9, color green	500/pkg.	45.00
10070	Vehicle daily mileage book	Each	15.00
10100	Notecard and envelope	Each	5.00
10150	Red UH pocket folder	Each	3.00

# Copy

## Copying - black and white

### 8½ x 11 sheet, black ink, original copy or from file

	One-sided	Two-sided
White 20 lb bond	.035	.06
Pastel colors 20 lb bond	.035	.06
Bright colors 20 lb bond	.04	.07
White 25% rag bond	.06	.11
Pastel colors card stock	.08	.15
Bright colors card stock	.10	.19

### 8½ x 14 sheet, black ink, original copy or from file

	One-sided	Two-sided
White 20 lb bond	.035	.06
Pastel colors 20 lb bond	.035	.06
Bright colors 20 lb bond	.06	.10
White 25% rag bond	.08	.12
Pastel colors card stock	.12	.22
Bright colors card stock	.15	.25

### 11 x 17 sheet, black ink, original copy or from file

	One-sided	Two-sided
White 20 lb bond	.06	.11
Pastel colors 20 lb bond	.06	.11
Bright colors 20 lb bond	.07	.13
Pastel colors card stock	.15	.28
Bright colors card stock	.18	.34

### Miscellaneous charges

Machine stitching	.01 per stitch
3-hole punch	.01 per page

## Copying - color

### More than 500, call for quote

All prices include packaging (shrinkwrapping and/or boxing) and delivery to one campus location.

### 8½ x 11 sheet, original copy or from file

Quantity	One-sided	Double-sided
1-250	.30	.60
251-500	.25	.55

### 8½ x 14 sheet, original copy or from file

Quantity	One-sided	Double-sided
1-250	.50	.95
251-500	.45	.90

### 11 x 17 sheet, original copy or from file

Quantity	One-sided	Double-sided
1-250	.50	.75
251-500	.45	.70

## Mail services

Service	Cost per 1000
Data file processing	25.00
Glue dots – 1 dot	55.00
Glue dots – 2 dots	70.00
Hand collate	50.00
Hand fold	50.00
Hand inserting, flat envelope, up to 2 pieces	80.00
Hand inserting, flat envelope, up to 4 pieces	95.00
Ink jet addresses	30.00
Ink jet indicia	30.00
Ink jet text message	40.00

Service	Cost per 1000
Machine inserting with one type of fold, up to 2 pieces	35.00
Machine inserting with one type of fold, up to 4 pieces	40.00
Live stamps	35.00
Seal and meter	20.00
Sort, tie and bag	30.00
Tabbing, wafer seals – 1 tab per piece	25.00
Tabbing, wafer seals – 2 tabs per piece	35.00
Tabbing, booklet wafer seals – 3 tabs per piece	55.00

## Copy paper

### 8½ x 11 – 20 lb white bond\*

500 (1 ream)	4.00
5000 (1 case)	38.00
25000 (5 cases, per case)	37.00

### 8½ x 14 – 20 lb white bond\*

500 (1 ream)	5.00
5000 (1 case)	50.00
25000 (5 cases, per case)	45.00

### 8½ x 11 – 20 lb bond – colors\*

500 (1 ream)	6.00
<i>Blue, buff, yellow, cherry, cream, green, pink, gray, orchid, golden-rod, natural, tan, salmon, ivory</i>	

### 8½ x 11 – 20 lb bond – bright colors\*

500 (1 ream)	7.00
<i>Blue, green, orange, pink, red, yellow</i>	