



UTB/TSC Printing Services Price List

(Effective September 1, 2007)

Personalized Department Materials

Official UTB/TSC Stationary

500 Letterhead (2-color)	\$42.50
Every 500 thereafter (2-color)	\$32.50

Official UTB/TSC Envelopes – Plain or Window

1 Box of 500 (1-color)*	\$32.50
Every box thereafter (1-color)8	\$27.50

*Add \$5.00 per box for 2 colors

Official UTB/TSC Business Cards

250 Business Cards (2-colors)	\$27.50
500 Business Cards (2-colors)	\$45.00

Duplication

Copies: Black print on 20# white paper

1-sided copies	\$.05 each
2-sided copies	\$.07 each

Copies: Black print on 20# colored paper**

1-sided copies	\$.06 each
2-sided copies	\$.08 each

** Blue, buff, ivory, goldenrod, gray, green, orange, pink, purple, red, salmon, violet, yellow

Miscellaneous

Panel cards and folders with envelopes 1 color (for invitations)

4.75" X 6.50" panel card	\$.40 each
4.75" X 6.50" panel fold-over card	\$.50 each

UTB/TSC Mailing Labels

Package of 24	\$4.50
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Memorandum of Employment Forms

Full-Time Employee	\$7.00
Temporary Full/Part-Time Staff	\$6.75
Faculty Overload/Part-Time Lecturer/Adjunct Faculty	\$7.75
Change of MOE	\$5.50

Official Forms

Time Cards

Part-Time Employee Time Cards	\$4.00
College Work-study Time Cards	\$4.00
Staff or Dual Time Cards	\$4.50
Account Authorized Signature Forms	\$4.50

Requisitions

Package of 25	\$4.50
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Purchase Vouchers

Package of 25	\$3.25
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Interdepartmental Transfer Vouchers

Package of 25	\$3.25
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Request for Course Substitutions

Package of 25	\$3.25
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Application for Official Travel

Package of 25	\$7.75
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Incomplete Grade Forms

Package of 25	\$5.50
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Request to Advertise

Package of 25	\$6.75
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Termination Notice Forms

Package of 10	\$2.75
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Grade Change Forms

Package of 25	\$1.75
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Travel Vouchers

Package of 25	\$2.00
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Declaration of Major Forms

Package of 25	\$4.50
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Personalized Request Forms

Package of 25	\$4.00
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Customized self Inking Rubber Stamps

Red or Black Ink
(Up to 50,000 impressions on each stamp) Price varies.
Please call for quote.

Laminating

Page Size:	8.5" x 11"	\$1.00 each
	8.5" x 14"	\$1.50 each
	11" x 17"	\$1.75 each

For larger size, please call for quotes.

3 Hole Drilling *\$0.01 per page*

Please allow 48 hours for printing; plan accordingly.

- Additional time is required if project needs collating, stapling, binding, laminating, or 3 hole punching.
- Printing for campus needs is the department's highest priority. Deliveries of printed materials are made only when time permits.
- Spot color printing is available.

Call for additional prices/quotes 882-8273