

## PHOTOCOPY SERVICES

### Black Copies on 20lb Paper

8.5 x 11	copies 1-50	0.07 ea
8.5 x 11	copies 50+	0.03 ea
8.5 x 14	copies 1-50	0.10 ea
8.5 x 14	copies 50+	0.05 ea
11 x 17	copies 1-50	0.25 ea
11 x 17	copies 50+	0.20 ea

\*White paper only on 11 x 17

8.5 x 11	90lb index	0.20 ea
8.5 x 11	110lb index	0.25 ea

0.01 CHARGE FOR PASTEL PAPER

0.03 CHARGE FOR ASTROBRIGHT

### Color Copies on 20lb Paper

8.5 x 11	color	0.35 ea
8.5 x 14	color	0.60 ea
11 x 17	color	1.00 ea

Additional cost for 90lb index	0.05 ea
Additional cost for 110lb index	0.10 ea

All prices are per side  
Color paper available by request for  
an additional cost.

## MISCELLANEOUS SERVICES

Folding per sheet 0.01 pg

Cutting per cut 0.50 cut  
Up to 500 sheets of 20lb paper per cut  
Up to 250 sheets of 90lb paper per cut

### Assemble Booklets

3 pages or less 0.07  
4 to 7 pages 0.10  
8 to 10 pages 0.12

### Binding

Comb binding available.  
Ask staff for pricing

### Fax Services

#### Sending

1st page 1.00  
Additional pages 1.00

#### Receiving

Each page 1.00

## OTHER SERVICES

### Laminating

8.5 x 11	each	1.00
8.5 x 14	each	1.50
11 x 17	each	2.50

Mailing Labels 0.75sht

Transparencies 1.00/ea

**Bulk Mail Service** - We will provide  
bulk-mailing service for Laguna  
Woods Village Clubs &  
Organizations when the mailing is  
scheduled in advance and it does  
not conflict with regularly  
scheduled mailings. Please see  
staff for details and pricing.

Prices subject to change