# Preparing Your Documents

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We also now accept select electronic documents through our online submission system at bookstore.hawaii.edu/manoa or e-mail csprint@hawaii.edu.

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# About Us

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In addition to Copying & Printing Services, we also offer University of Hawai‘i offices a Departmental Supplies Source and a Departmental Copier Program. Ask us about these in-person or check our website for more details: bookstore.hawaii.edu/manoa.

\*Last updated July 2017

# Copying & Printing Services Retail Price List

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# Copying and Printing

**Documents priced per sheet of paper**

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| **Black & White Copying/Printing (20# White Paper)** |
| ***Paper Size*** | ***Single-sided Printing*** | ***Double-sided Printing*** |
| 8.5”x 11”(Letter) | $0.07 | $0.12 |
| 8.5”x 14”(Legal) | $0.09 | $0.14 |
| 11”x 17”(Ledger/Tabloid) | $0.11 | $0.16 |

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| **Color Copying/Printing (20# White Paper)** |
| ***Paper Size*** | ***Single-sided Printing*** | ***Double-sided Printing*** |
| 8.5”x 11”(Letter) | $0.25 | $0.49 |
| 8.5”x 14”(Legal) | $0.27 | $0.53 |
| 11”x 17”(Ledger/Tabloid) | $0.29 | $0.57 |

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| **Black and White Copying/Printing (24# White Paper)** |
| ***Paper Size*** | ***Single-sided Printing*** | ***Double-sided Printing*** |
| 8.5”x 11”(Letter) | $0.09 | $0.17 |
| 8.5”x 14”(Legal) | $0.11 | $0.19 |
| 11”x 17”(Ledger/Tabloid) | $0.13 | $0.21 |

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| **Color Copying/Printing (24# White Paper)** |
| ***Paper Size*** | ***Single-sided Printing*** | ***Double-sided Printing*** |
| 8.5”x 11”(Letter) | $0.27 | $0.51 |
| 8.5”x 14”(Legal) | $0.29 | $0.55 |
| 11”x 17”(Ledger/Tabloid) | $0.31 | $0.59 |

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| **Colored Paper (20# Paper)** |
| ***Paper Size*** | ***Single-sided Printing*** | ***Double-sided Printing*** |
| 8.5”x 11”(Letter) Black Print | $0.10 | $0.18 |
| 8.5”x 11”(Letter) Color Print | $0.30 | $0.57 |

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| **Poster/Banner** |
| 16.5”x 21”Matte Paper Poster | $4.61 |
| 22”x 28”Matte Paper Poster | $6.68 |
| 12’x 2’Vinyl Banner | $94.92 |
| 6’x3x Vinyl Banner | $64.34 |
| Add on Grommet | $1.21 (each) |

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| **Binding Options** |
| One-staple (Corner) | $0.01 per packet |
| Two-staple (Booklet) | $0.04 per booklet |
| Comb Binding (Black Spine) | $1.50 - $5.50 \* |
| Coil Binding (Black Spine) | $2.35 - $5.70\* |
| Clear Cover | $0.49 |
| Cardstock Cover (Blue or Black) | $0.33 |

*\*Pricing dependent on size of book. Please inquire with Campus Solutions*

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| **Scanning** |
| Scanning as PDF to USB or E-mail | $0.15 per page |

# Sending A Fax

When you send a fax through our office, we provide a complimentary cover sheet and confirmation that your fax has been received according to your Fax Order Form.

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| --- | --- | --- | --- |
|  | **Local****& Toll Free** | **Mainland/****Neighbor Island** | **International** |
| First Page | $1.00 | $1.50 | $2.50 |
| Each Additional Page | $0.75 | $1.25 | $1.75 |

*Prices are subject to change without notice. UH Departments, and UH RIO, please ask us about our discount program.*

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| **Finishing Options** |
| 2/3 Hole Punch | $0.01 |
| Folding - Half Fold | $0.02 |
| Folding - Tri-Fold | $0.03 |
| Cutting | Starting at $0.03 |
| Lamination (8.5”x 11”) | $1.10 |
| Lamination (ID Card Size) | $0.90 |