



CDS

Mon-Fri: 8:00am - 5:00pm

Centre Document Services provides a vast variety of printing options. When submitting a print request, email CDS@centre.edu with your attached document(s) in PDF format **print ready**. Your email must have precise instruction of what you would like printed, such as paper type, quantity, single/double sided, color/black & white and also include your form of payment within your email. We accept cash, check, PaperCut or College department accounts. If you are using a charge account or PaperCut, please include your account number to be charged. CDS has a 24 hour turn around time, and you will receive an email when your prints are ready. Below is a price sheet that itemizes CDS services and pricing.

 CDS Pricing Sheet 	
Faculty and Staff	
*Black and White Copies	
8.5 x 11 / 8.5 x 14	
1-1000	\$0.035
1001 -2499	\$0.030
2500+	\$0.025
11 x 17	
1-1000	\$0.065
1001 -2499	\$0.055
2500+	\$0.45
*Color Copies	
8.5x11 / 8.5x14	\$0.25
11x17	\$0.35
*Envelope Printing	
Black and White	\$0.035
Color	\$0.10
*Paper – Additional cost Per Sheet	
Standard #20	No charge
#20 Bright Hue	\$0.03
#24 Linen	\$0.05
Card Stock	\$0.05
Glossy	\$0.05
Linen Card Stock	\$0.07
Tabbed Paper	\$0.20
Transparencies	\$0.35
Scans	\$0.25
*Special Services	
Machine fold	\$0.01 / \$5.00 Max
Hand fold / stuff	\$0.04 per sheet
Cut / Trim	\$0.01 per sheet
Padding / Gluing	\$0.01 per sheet
Stapling	\$ 0.01 per sheet
Comb Binding (1-99)	\$1.75 per book
Comb Binding (100+)	\$1.50 per book
Student and Personal	
*Black and White Copies	
8.5 x 11 / 8.5 x 14	
1-1000	\$0.055
1001 -2499	\$0.050
11 x 17	
1-1000	\$0.065
1001 -2499	\$0.055
*Color Copies	
8.5x11 / 8.5x14	\$0.25
11x17	\$0.35
*Envelope Printing	
Black and White	\$0.035
Color	\$0.10
*Paper – Additional cost Per Sheet	
Standard #20	No charge
#20 Bright Hue	\$0.03
#24 Linen	\$0.05
Card Stock	\$0.05
Glossy	\$0.05
Linen Card Stock	\$0.07
Tabbed Paper	\$0.20
Transparencies	\$0.35
Scans	\$0.25
*Special Services	
Machine fold	\$0.01 / \$5.00 Max
Hand fold / stuff	\$0.04 per sheet
Cut / Trim	\$0.01 per sheet
Padding / Gluing	\$0.01 per sheet
Stapling	\$ 0.01 per sheet
Comb Binding (1-99)	\$1.75 per book
Comb Binding (100+)	\$1.50 per book
Outside Jobs	
*Black and White Copies	
8.5 x 11	
1-49	\$0.09
50-100	\$0.07
100 +	\$0.06
11x 17	
1- 49	\$0.14
50-100	\$0.11
100 +	\$0.07
8.5 x 14	
1-49	\$0.14
50-100	\$0.11
100 +	\$0.07
*Color Copies	
8.5x11 / 8.5x14	
1-99	\$0.50
100-249	\$0.70
250-499	\$0.65
500-1000	\$0.60
11x17	
1-99	\$1.00
100-249	\$0.95
250-499	\$0.90
500-1000	\$0.85
*Paper – Additional cost Per Sheet	
#20 Bright Hue	\$0.03
#24 Linen	\$0.05
Card Stock	\$0.05
Glossy	\$0.05
Linen Card Stock	\$0.07
Tabbed Paper	\$0.20
Transparencies	\$0.35
Scans	\$0.25
*Special Services	
Machine fold	\$0.01 / \$5.00 Max
Hand fold / stuff	\$0.04 per sheet
Cut / Trim	\$0.01 per sheet
Padding / Gluing	\$0.01 per sheet
Stapling	\$ 0.01 per sheet
Comb Binding (1-99)	\$1.75 per book
Comb Binding (100+)	\$1.50 per book

Plotter Pricing

Official College Posters (paid for with College Account Number)

<u>Paper Type</u>	White Background	50% Colored Background
Bond	\$1.75 Sq. Ft.	\$2.75 Sp. Ft.
Glossy	\$3.75 Sq. Ft.	\$5.00 Sq. Ft.