

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.

ENTRE		CDS PM	cing Sheet			C	ENT
Faculty and St	<u>off</u>			Outside Jobs		,	JOLLE
*Black and White Copies		Student and Personal		*Black and White Copies			
8.5 x 11 / 8.5 x 14				8.5 x 11		11x 1	.7
1-1000	\$0.035	*Black and White C	<u>'opies</u>	1-49	\$0.09	1-49	0.19
1001 -2499	\$0.030	8.5 x 11 / 8.5 x 14		50-100	\$0.07	50+	0.14
2500+	\$0.025	1-1000	\$0.055	100+	\$0.06		
		1001 -2499	\$0.050				
11 x 17		3.749 575 5741 5751550001 40 .		8.5 x 14			
1-1000	\$0.065	11 x 17		1-49	\$0.14		
1001 -2499	\$0.055	1-1000	\$0.065	50-100	\$0.11		
2500+	\$0.45	1001 –2499	\$0.055	100+	\$0.07		
*Color Copies		*Color Copies		*Color Copies			
8.5x11 / 8.5x14	\$0.25	8.5x11 / 8.5x14	\$0.25	8.5x11 / 8.5x14		11x1	7
11x17	\$0.35	11x17	\$0.35	1-99	\$0.50	1-99	\$1.0
	*			100-249	\$0.70	100-249	\$0.5
Envelope Printing		*Envelope Printing		250-499	\$0.65	250-499	\$0.9
Black and White	\$0.035	Black and White	\$0.035	500-1000	\$0.60	500-1000	
Color	\$0.033	Color	\$0.10	300 2000	40.00	300 2000	40.0
COIOF	\$0.10	20101	70.10	*Paper – Additiona	I cost Pe	r Sheet	
*D Addition-	land Day Chart	*Paper – Additiona	Loost Day Chast	#20 Bright Hue	\$0.03	Jileet	
* <u>Paper – Additiona</u>		Standard #20		#24 Linen	\$0.05		
Standard #20	No charge		No charge	Card Stock	\$0.05		
#20 Bright Hue	\$0.03	#20 Bright Hue	\$0.03			44.47 6	3.45
#24 Linen	\$0.05	#24 Linen	\$0.05	Glossy	\$0.05	11x17 \$	J.15
Card Stock	\$0.05	Card Stock	\$0.05	Linen Card Stock	\$0.07		
Slossy	\$0.05	Glossy	\$0.05	Tabbed Paper	\$0.20		
inen Card Stock	\$0.07	Linen Card Stock	\$0.07	Transparencies	\$0.35		
Tabbed Paper	\$0.20	Tabbed Paper	\$0.20	Scans	\$0.25		
Fransparencies -	\$0.35	Transparencies	\$0.35				
Scans	\$0.25	Scans	\$0.25	*Special Services			
				Machine fold	\$0.01 /	\$5.00 Max	
*Special Services		*Special Services		Hand fold / stuff	\$0.04 per sheet		
Machine fold	\$0.01 / \$5.00 Max	Machine fold	\$0.01 / \$5.00 Max	Cut / Trim	\$0.01	per sheet	
Hand fold / stuff	\$0.04 per sheet	Hand fold / stuff	\$0.04 persheet	Padding / Gluing	\$0.01	per sheet	
Cut / Trim	\$0.01 per sheet	Cut / Trim	\$0.01 persheet	Stapling	\$ 0.01	per sheet	
Padding / Gluing	\$0.01 per sheet	Padding / Gluing	\$0.01 persheet	Comb Binding (1-99)	\$1.75	per book	
Stapling	\$ 0.01 per sheet	Stapling	\$ 0.01 per sheet	Comb Binding (100+)	\$1.50	per book	
Comb Binding (1-99)	\$1.75 per book	Comb Binding (1-99)	\$1.75 per book				
Comb Binding (100+)	\$1.50 per book	Comb Binding (100+)	\$1.50 per book	1			

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.		