

Business Center Services

Copy Services

Black & White Photo Copies

Single - Sided	\$.25 per page
Double - Sided	\$.35 per page
100 pages or more	\$.15 per page
500 pages or more	\$.10 per page

Color Photo Copies

Single - Sided	\$1.00 per page
Double - Sided	\$1.50 per page
100 pages or more	\$.70 per page
500 pages or more	\$.50 per page

Copy Paper (plain)

Page	\$.25 per page
Ream	\$15.00 per ream

Letterhead (plain)

2 nd Sheet Parchment	\$.25 per page
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Card Stock

	\$.50 per page
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Computer Services

Print from Disk or Memory Stick

Black & White	\$.25 per page
Color	\$1.00 per page

Typing/Word Processing

	\$25.00 per hour
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Scanning

	\$3.00 per page
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Blank CD

	\$5.00 each
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Fax Services

Outgoing Domestic

1-5 pages	\$5.00
Each additional page	\$1.00 per page

Outgoing International

1 - 5 pages	\$10.00
Each additional page	\$2.00 per page

Incoming

1 -10 pages	\$5.00
Each additional page	\$1.00 per page

Shipping and Other Services

Shipping

	\$5.00 per box (+ carrier fee)
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Packing

	\$5.00 per box
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Black & White

Name Badges	\$3.00 each
Name Tents	\$2.00 each

Folding/Collating/Hole Punching/Stapling

	\$10.00 ½ hour (1/2 hour min)
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Other Items

Hotel Contessa Envelopes

Legal Size #10	\$.25 each
9" x 12"	\$.50 each

File Folder

	\$.50 each
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1" 3 Ring Binder

	\$3.00 each
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