

# Finishing



## Folding & Scoring

We can fold and score your documents from 3 cents per sheet. Please allow at least 2 days for large qty's.

- » \$30.00 per thousand sheets.



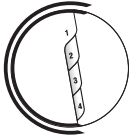
## CD/DVD Burning

- » CD - \$12.00 per burn.  
(Includes CD + case) (Cheaper unit costs for higher qty's)
- » DVD - \$15.00 per burn.  
(Includes DVD + case) (Cheaper unit costs for higher qty's)
- » DVD/CD/USB provided - \$6.00 per burn.  
(Cheaper unit costs for higher qty's.)
- » Photos Burnt to CD - \$13.95 DVD - \$16.95



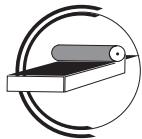
## Download Fees

- » From Disc/USB \$3.00
- » File Opening - 40 cents per file.



## Tab Printing

- » B/W Tabs - From 65 cents per tab (Tabs included)
  - » Colour Tabs - From \$1.50 each (Tabs included)
  - » Custom tabs available - From \$1.95 each (Tabs included)
- (All tabs are printed on 200GSM gloss or satin. We can also design your tabs for you. Normal Design fees apply.)



## Laminating

- » A5 = \$1.50
- » A3 = \$3.95
- » A1 = \$14.95
- » A4 = \$2.50
- » A2 = \$9.95
- » A0 = \$24.95

## Cello Glazing

- A5 = \$1.95
- A4 = \$2.95
- A3 = \$4.95  
(conditions apply)



## Pad Gluing

- » \$2.00 per pad (50 sheets, minimum of 10 pads).
- » \$1.00 per pad 21+ (conditions may apply).

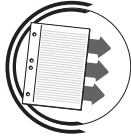


# Finishing cont'd



## Fax Services/Email

- » National - \$2.00 per fax  
(first 2 pages, 25 cents for each proceeding page.)
- » International - \$4.00 per fax  
(First 2 pages, 50 cents for each proceeding page.)
- » Emailing up to 6MB per email - \$3.00



## Bulk Scanning

- » Scan all your old documents onto CD  
- starting from 45 cents per doc fed scan, 9 cents there after.
- » A4/A3 B/W scanning - 1st page \$3.95  
- Additional pages A4 = 45 cents A3 = 85 cents
- » A4/A3 Colour - 1st page \$4.95  
- Additional pages A4 = 65 cents A3 = \$1.00
- » B/W per scan - A2 = \$3.50 A1 = \$5.50 A0 = \$6.50
- » F/C per scan - A2 = \$20 A1 = \$25 A0 = \$35



## Stapling

- » Machine Stapling - 5 cents per stapled document
- » Hand Stapling - 10 cents per staple
- » Saddle Stitching - 50 cents per book.



## Hole Punching

- » 2, 3 and 4 holes (up to 250 sheets) - \$2.00



## Guillotine/Trimming

- » Starting at \$2.00 per 250 sheets.

**we wont be beaten  
on price!**

**Bring in your quote or email us & we will beat it!**

