

PRICE LIST

Prices Effective January 01, 2021*

The order form for stationery and pre-printed items can be downloaded from our website uh.edu/cpd.

Please send the order form along with your samples through inter-office mail to Copy and Print Services (Mail Code 1002) or email to cpd@uh.edu. **Requests for proofs and PDFs on stationery will incur an additional fee of \$5⁰⁰ per item.** Dollar prices all-inclusive.

Stationery

Letterhead

Standard sizes: 8½ x 11

24 lb bond with 25% rag content (UH watermark) printed in **black** and PMS 186 **red** (UH graphic standard). Shrink-wrapped in reams of 500.

| Quantity | Price |
|----------|--------------------|
| 500 | 108 ⁰⁰ |
| 1000 | 142 ⁰⁰ |
| 1500 | 176 ⁰⁰ |
| 2000 | 202 ⁰⁰ |
| 2500 | 238 ⁰⁰ |
| 5000 | 365 ⁰⁰ |
| 10000 | 595 ⁰⁰ |
| 20000 | 1070 ⁰⁰ |

Other sizes

| Type | Price |
|--------------------|--------------------------------|
| 7¼ x 10½ (Monarch) | Add 3 ⁰⁰ per 500 |
| 5½ x 8½ | Deduct 1 ⁰⁰ per 500 |

Blank stock

| Type | Price |
|---|--------------------------|
| Blank 8½ x 11 25% rag bond (UH watermark) | 20 ⁰⁰ per 500 |

Envelopes

Envelopes: #9 and #10

24 lb white wove business envelope printed on face or back in **black** and PMS 186 **red** (UH graphic standard). Boxes of 500.

| Quantity | Black | Black/Red |
|----------|-------------------|-------------------|
| 500 | 108 ⁰⁰ | 120 ⁰⁰ |
| 1000 | 124 ⁰⁰ | 146 ⁰⁰ |
| 1500 | 150 ⁰⁰ | 178 ⁰⁰ |
| 2000 | 168 ⁰⁰ | 195 ⁰⁰ |
| 2500 | 194 ⁰⁰ | 225 ⁰⁰ |
| 5000 | 290 ⁰⁰ | 344 ⁰⁰ |
| 10000 | 505 ⁰⁰ | 545 ⁰⁰ |
| 20000 | 950 ⁰⁰ | 995 ⁰⁰ |

Other sizes

| Type | Price |
|-------------------------------------|------------------------------|
| 9½ x 4 ⅞ #10, 24 lb window envelope | Add 5 ⁰⁰ per 500 |
| 6½ x 9½ 24 lb envelope | Add 30 ⁰⁰ per 500 |
| 9½ x 12½ 28 lb envelope | Add 55 ⁰⁰ per 500 |

Blank stock

| Type | Price |
|-------------------------------|--------------------------|
| #10 24 lb white wove envelope | 15 ⁰⁰ per 500 |

Business cards

100 lb smooth cover 3½ x 2 card stock printed one or two sides in **black** and PMS 186 **red** (UH graphic standard). Rush charges may apply for faster delivery

| Quantity | One-sided | Two-sided |
|----------|------------------|------------------|
| 250 | 50 ⁰⁰ | 55 ⁰⁰ |
| 500 | 55 ⁰⁰ | 60 ⁰⁰ |
| 1000 | 65 ⁰⁰ | 75 ⁰⁰ |

Mailing labels

5 x 4 sheets printed on 50 lb self-adhesive labels.

| Quantity | One-sided | Two-sided |
|----------|-------------------|-------------------|
| 500 | 164 ⁰⁰ | 220 ⁰⁰ |
| 1000 | 202 ⁰⁰ | 258 ⁰⁰ |
| 1500 | 245 ⁰⁰ | 298 ⁰⁰ |
| 2000 | 272 ⁰⁰ | 325 ⁰⁰ |
| 2500 | 314 ⁰⁰ | 364 ⁰⁰ |
| 5000 | 480 ⁰⁰ | 520 ⁰⁰ |

Buckslips/Notepads

20 lb **blue** or **white** bond, 4¼ x 7, 4¼ x 5½, or 5½ x 8½ sheets printed one side in **black** (standard and/or PMS 186), in pads of 100; minimum of 1000 sheets.

| Quantity | Standard | Custom |
|----------|-------------------|-------------------|
| 1000 | 125 ⁰⁰ | 180 ⁰⁰ |
| 1500 | 132 ⁰⁰ | 185 ⁰⁰ |
| 2000 | 144 ⁰⁰ | 190 ⁰⁰ |
| 2500 | 150 ⁰⁰ | 200 ⁰⁰ |
| 5000 | 195 ⁰⁰ | 220 ⁰⁰ |

For larger quantities, please request a quote.

*Prices subject to change.

Print

NCR forms

Multi-part forms printed on one side in black ink on no-carbon-required stock from a print-ready file. Forms requiring typesetting or formatting will incur additional charges; minimum of 500 sets. All prices include packaging (shrinkwrapping and/or boxing) and delivery to one campus location.

| Parts | Size | 500 | 1000 | 1500 | 2000 | 2500 | 3000 | 3500 | 4000 | 4500 | 5000 |
|---------------|---------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 2-part | 8½ x 11 | 175 ⁰⁰ | 210 ⁰⁰ | 265 ⁰⁰ | 298 ⁰⁰ | 350 ⁰⁰ | 395 ⁰⁰ | 442 ⁰⁰ | 474 ⁰⁰ | 515 ⁰⁰ | 540 ⁰⁰ |
| | 8½ x 14 | 180 ⁰⁰ | 230 ⁰⁰ | 290 ⁰⁰ | 330 ⁰⁰ | 381 ⁰⁰ | 437 ⁰⁰ | 493 ⁰⁰ | 531 ⁰⁰ | 573 ⁰⁰ | 605 ⁰⁰ |
| | 5½ x 8½ | 155 ⁰⁰ | 185 ⁰⁰ | 222 ⁰⁰ | 248 ⁰⁰ | 282 ⁰⁰ | 314 ⁰⁰ | 351 ⁰⁰ | 372 ⁰⁰ | 396 ⁰⁰ | 416 ⁰⁰ |
| 3-part | 8½ x 11 | 215 ⁰⁰ | 275 ⁰⁰ | 352 ⁰⁰ | 406 ⁰⁰ | 477 ⁰⁰ | 543 ⁰⁰ | 616 ⁰⁰ | 662 ⁰⁰ | 711 ⁰⁰ | 751 ⁰⁰ |
| | 8½ x 14 | 218 ⁰⁰ | 296 ⁰⁰ | 386 ⁰⁰ | 453 ⁰⁰ | 533 ⁰⁰ | 613 ⁰⁰ | 697 ⁰⁰ | 754 ⁰⁰ | 813 ⁰⁰ | 858 ⁰⁰ |
| | 5½ x 8½ | 189 ⁰⁰ | 216 ⁰⁰ | 256 ⁰⁰ | 281 ⁰⁰ | 317 ⁰⁰ | 354 ⁰⁰ | 391 ⁰⁰ | 412 ⁰⁰ | 437 ⁰⁰ | 455 ⁰⁰ |
| 4-part | 8½ x 11 | 250 ⁰⁰ | 345 ⁰⁰ | 457 ⁰⁰ | 542 ⁰⁰ | 643 ⁰⁰ | 742 ⁰⁰ | 846 ⁰⁰ | 916 ⁰⁰ | 998 ⁰⁰ | 1050 ⁰⁰ |
| | 8½ x 14 | 275 ⁰⁰ | 382 ⁰⁰ | 503 ⁰⁰ | 598 ⁰⁰ | 709 ⁰⁰ | 817 ⁰⁰ | 932 ⁰⁰ | 1009 ⁰⁰ | 1102 ⁰⁰ | 1159 ⁰⁰ |
| | 5½ x 8½ | 230 ⁰⁰ | 273 ⁰⁰ | 331 ⁰⁰ | 369 ⁰⁰ | 421 ⁰⁰ | 470 ⁰⁰ | 526 ⁰⁰ | 558 ⁰⁰ | 599 ⁰⁰ | 623 ⁰⁰ |
| 5-part | 8½ x 11 | 291 ⁰⁰ | 411 ⁰⁰ | 545 ⁰⁰ | 649 ⁰⁰ | 771 ⁰⁰ | 891 ⁰⁰ | 1019 ⁰⁰ | 1104 ⁰⁰ | 1205 ⁰⁰ | 1266 ⁰⁰ |
| | 8½ x 14 | 319 ⁰⁰ | 443 ⁰⁰ | 584 ⁰⁰ | 692 ⁰⁰ | 819 ⁰⁰ | 946 ⁰⁰ | 1077 ⁰⁰ | 1167 ⁰⁰ | 1273 ⁰⁰ | 1334 ⁰⁰ |
| | 5½ x 8½ | 240 ⁰⁰ | 297 ⁰⁰ | 367 ⁰⁰ | 415 ⁰⁰ | 477 ⁰⁰ | 539 ⁰⁰ | 603 ⁰⁰ | 646 ⁰⁰ | 697 ⁰⁰ | 723 ⁰⁰ |

| | |
|--------------------------------|---|
| 6-part forms | priced on request |
| Double-sided printing | priced on request |
| Continuous-feed forms | priced on request |
| Typeset form | priced on request |
| Ink other than black | add \$50 |
| Symbol other than "No." | add \$25 |
| Numbering | \$50 setup charge, plus \$25 ⁰⁰ per thousand |

| | |
|--------------------------------------|-----------------------------------|
| Standard color configurations | |
| 2-part | white/canary |
| 3-part | white/canary/pink |
| 4-part | white/canary/pink/goldenrod |
| 5-part | white/green/canary/pink/goldenrod |

Preprinted material

| Item # | Description | Unit | Price |
|--------|--|----------|------------------|
| 10015 | Campus map | 100/pad | 20 ⁰⁰ |
| 10005 | Standard answer sheet, #F-4521, A-E, color blue | 500/pkg. | 45 ⁰⁰ |
| 10010 | Standard answer sheet, #T-4887, 0-9, color green | 500/pkg. | 45 ⁰⁰ |
| 10070 | Vehicle daily mileage book | Each | 15 ⁰⁰ |
| 10100 | Notecard and envelope | Each | 5 ⁰⁰ |
| 10150 | Red UH pocket folder | Each | 4 ⁰⁰ |

Copy

Copying - black and white

8½ x 11 sheet, black ink, original copy or from file

| | One-sided | Two-sided |
|--------------------------|-----------|-----------|
| White 20 lb bond | .04 | .07 |
| Pastel colors 20 lb bond | .05 | .08 |
| Bright colors 20 lb bond | .05 | .08 |
| White 25% rag bond | .10 | .15 |
| Pastel colors card stock | .10 | .15 |
| Bright colors card stock | .15 | .20 |

8½ x 14 sheet, black ink, original copy or from file

| | One-sided | Two-sided |
|--------------------------|-----------|-----------|
| White 20 lb bond | .05 | .09 |
| Pastel colors 20 lb bond | .08 | .10 |
| Bright colors 20 lb bond | .10 | .10 |
| White 25% rag bond | .15 | .15 |
| Pastel colors card stock | .20 | .25 |
| Bright colors card stock | .20 | .25 |

11 x 17 sheet, black ink, original copy or from file

| | One-sided | Two-sided |
|--------------------------|-----------|-----------|
| White 20 lb bond | .10 | .15 |
| Pastel colors 20 lb bond | .12 | .17 |
| Bright colors 20 lb bond | .15 | .20 |
| Pastel colors card stock | .15 | .20 |
| Bright colors card stock | .20 | .30 |

Miscellaneous charges

| | |
|-------------------|----------------|
| Machine stitching | .01 per stitch |
| 3-hole punch | .01 per page |

Copying - color

More than 500, call for quote

All prices include packaging (shrinkwrapping and/or boxing) and delivery to one campus location.

8½ x 11 sheet, original copy or from file

| Quantity | One-sided | Double-sided |
|----------|-----------|--------------|
| 1-250 | .35 | .70 |
| 251-500 | .30 | .60 |

8½ x 14 sheet, original copy or from file

| Quantity | One-sided | Double-sided |
|----------|-----------|--------------|
| 1-250 | .50 | .95 |
| 251-500 | .45 | .90 |

11 x 17 sheet, original copy or from file

| Quantity | One-sided | Double-sided |
|----------|-----------|--------------|
| 1-250 | .50 | .75 |
| 251-500 | .45 | .70 |

Mail services

| Service | Cost per 1000 |
|---|-------------------|
| Data file processing | 35 ⁰⁰ |
| Glue dots – 1 dot | 60 ⁰⁰ |
| Glue dots – 2 dots | 80 ⁰⁰ |
| Hand collate | 52 ⁰⁰ |
| Hand fold | 60 ⁰⁰ |
| Hand inserting, flat envelope, up to 2 pieces | 90 ⁰⁰ |
| Hand inserting, flat envelope, up to 4 pieces | 115 ⁰⁰ |
| Ink jet addresses | 35 ⁰⁰ |
| Ink jet indicia | 35 ⁰⁰ |
| Ink jet text message | 45 ⁰⁰ |

| Service | Cost per 1000 |
|---|------------------|
| Machine inserting with one type of fold, up to 2 pieces | 45 ⁰⁰ |
| Machine inserting with one type of fold, up to 4 pieces | 50 ⁰⁰ |
| Live stamps | 45 ⁰⁰ |
| Seal and meter | 25 ⁰⁰ |
| Sort, tie and bag | 35 ⁰⁰ |
| Tabbing, wafer seals – 1 tab per piece | 30 ⁰⁰ |
| Tabbing, wafer seals – 2 tabs per piece | 40 ⁰⁰ |
| Tabbing, booklet wafer seals – 3 tabs per piece | 60 ⁰⁰ |

Copy paper

8½ x 11 – 20 lb white bond*

| | |
|---------------------------|------------------|
| 500 (1 ream) | 4 ⁰⁰ |
| 5000 (1 case) | 38 ⁰⁰ |
| 25000 (5 cases, per case) | 37 ⁰⁰ |

8½ x 14 – 20 lb white bond*

| | |
|---------------------------|------------------|
| 500 (1 ream) | 5 ⁰⁰ |
| 5000 (1 case) | 50 ⁰⁰ |
| 25000 (5 cases, per case) | 45 ⁰⁰ |

8½ x 11 – 20 lb bond – colors*

| | |
|--|-----------------|
| 500 (1 ream) | 6 ⁰⁰ |
| <i>Blue, buff, yellow, cherry, cream, green, pink, gray, orchid, golden-rod, natural, tan, salmon, ivory</i> | |

8½ x 11 – 20 lb bond – bright colors*

| | |
|---|-----------------|
| 500 (1 ream) | 7 ⁰⁰ |
| <i>Blue, green, orange, pink, red, yellow</i> | |