

PRICE LIST

Prices Effective August 01, 2022*

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	120 ⁰⁰
1000	158 ⁰⁰
1500	194 ⁰⁰
2000	222 ⁰⁰
2500	261 ⁰⁰
5000	397 ⁰⁰
10000	642 ⁰⁰
20000	1144 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	120 ⁰⁰	134 ⁰⁰
1000	137 ⁰⁰	163 ⁰⁰
1500	165 ⁰⁰	196 ⁰⁰
2000	184 ⁰⁰	215 ⁰⁰
2500	213 ⁰⁰	248 ⁰⁰
5000	316 ⁰⁰	375 ⁰⁰
10000	546 ⁰⁰	589 ⁰⁰
20000	1016 ⁰⁰	1065 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	55 ⁰⁰	60 ⁰⁰
500	60 ⁰⁰	65 ⁰⁰
1000	70 ⁰⁰	80 ⁰⁰

Mailing labels

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

Quantity	One-sided	Two-sided
500	178 ⁰⁰	245 ⁰⁰
1000	220 ⁰⁰	284 ⁰⁰
1500	268 ⁰⁰	328 ⁰⁰
2000	298 ⁰⁰	358 ⁰⁰
2500	344 ⁰⁰	398 ⁰⁰
5000	524 ⁰⁰	562 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	138 ⁰⁰	198 ⁰⁰
1500	146 ⁰⁰	204 ⁰⁰
2000	159 ⁰⁰	208 ⁰⁰
2500	165 ⁰⁰	214 ⁰⁰
5000	212 ⁰⁰	238 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	195 ⁰⁰	234 ⁰⁰	292 ⁰⁰	328 ⁰⁰	385 ⁰⁰	435 ⁰⁰	484 ⁰⁰	520 ⁰⁰	564 ⁰⁰	592 ⁰⁰
	8½ x 14	200 ⁰⁰	256 ⁰⁰	319 ⁰⁰	362 ⁰⁰	420 ⁰⁰	481 ⁰⁰	540 ⁰⁰	582 ⁰⁰	628 ⁰⁰	664 ⁰⁰
	5½ x 8½	172 ⁰⁰	206 ⁰⁰	245 ⁰⁰	272 ⁰⁰	310 ⁰⁰	344 ⁰⁰	385 ⁰⁰	408 ⁰⁰	434 ⁰⁰	456 ⁰⁰
3-part	8½ x 11	240 ⁰⁰	306 ⁰⁰	388 ⁰⁰	406 ⁰⁰	445 ⁰⁰	522 ⁰⁰	675 ⁰⁰	725 ⁰⁰	778 ⁰⁰	822 ⁰⁰
	8½ x 14	242 ⁰⁰	328 ⁰⁰	425 ⁰⁰	497 ⁰⁰	585 ⁰⁰	672 ⁰⁰	764 ⁰⁰	826 ⁰⁰	894 ⁰⁰	940 ⁰⁰
	5½ x 8½	210 ⁰⁰	240 ⁰⁰	282 ⁰⁰	308 ⁰⁰	348 ⁰⁰	388 ⁰⁰	429 ⁰⁰	452 ⁰⁰	481 ⁰⁰	498 ⁰⁰
4-part	8½ x 11	278 ⁰⁰	382 ⁰⁰	506 ⁰⁰	594 ⁰⁰	705 ⁰⁰	818 ⁰⁰	932 ⁰⁰	1004 ⁰⁰	1097 ⁰⁰	1150 ⁰⁰
	8½ x 14	306 ⁰⁰	423 ⁰⁰	557 ⁰⁰	655 ⁰⁰	778 ⁰⁰	901 ⁰⁰	1027 ⁰⁰	1105 ⁰⁰	1212 ⁰⁰	1270 ⁰⁰
	5½ x 8½	256 ⁰⁰	302 ⁰⁰	366 ⁰⁰	405 ⁰⁰	518 ⁰⁰	580 ⁰⁰	612 ⁰⁰	658 ⁰⁰	684 ⁰⁰	1050 ⁰⁰
5-part	8½ x 11	324 ⁰⁰	455 ⁰⁰	605 ⁰⁰	720 ⁰⁰	846 ⁰⁰	982 ⁰⁰	1122 ⁰⁰	1205 ⁰⁰	1315 ⁰⁰	1388 ⁰⁰
	8½ x 14	352 ⁰⁰	490 ⁰⁰	648 ⁰⁰	768 ⁰⁰	898 ⁰⁰	1040 ⁰⁰	1184 ⁰⁰	1270 ⁰⁰	1386 ⁰⁰	1452 ⁰⁰
	5½ x 8½	268 ⁰⁰	330 ⁰⁰	408 ⁰⁰	461 ⁰⁰	526 ⁰⁰	598 ⁰⁰	664 ⁰⁰	705 ⁰⁰	760 ⁰⁰	788 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>	