

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 (recycled) preprinted with the UHD logo in PMS 193 (red), and PMS 294 (blue), overprinted in black ink. Shrink-wrapped in reams of 500.

Quantity	Price
500	125 ⁰⁰
1000	170 ⁰⁰
1500	220 ⁰⁰
2000	241 ⁰⁰
2500	285 ⁰⁰
5000	476 ⁰⁰
10000	794 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	20 ⁰⁰ per 500

Envelopes

Envelopes: #10, standard or with window

24 lb white wove business envelope preprinted on face with UHD logo in PMS 193 (red), and PMS 294 (blue), overprinted on face in black ink. Boxes of 500.

Quantity	Regular	Window
500	115 ⁰⁰	135 ⁰⁰
1000	152 ⁰⁰	170 ⁰⁰
1500	194 ⁰⁰	212 ⁰⁰
2000	225 ⁰⁰	241 ⁰⁰
2500	262 ⁰⁰	278 ⁰⁰
5000	420 ⁰⁰	440 ⁰⁰
10000	679 ⁰⁰	700 ⁰⁰

Large envelope

9½ x 12½ 28 lb white wove, open-end envelope printed on face with UHD logo in PMS 193 (red), PMS 294 (blue), and black ink. Boxes of 500.

Quantity	Price
500	280 ⁰⁰
1000	355 ⁰⁰
1500	425 ⁰⁰
2000	495 ⁰⁰
2500	565 ⁰⁰

Blank stock

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

Business cards

100 lb smooth cover 3½ x 2 card card printed on two sides (mission statement), PMS 193, 294 and black (UHD graphic standard). Boxes of 500 (standard UHD format). Please allow 10 working days. Rush charges may apply for faster delivery.

Quantity	Two-sided
250	55 ⁰⁰
500	60 ⁰⁰
1000	75 ⁰⁰

Mailing labels

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

Quantity	Black	Blue+Red
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 193, PMS 294), in pads of 100; minimum of 1000 sheets.

Quantity	Black	Blue+Red
1000	125 ⁰⁰	185 ⁰⁰
1500	132 ⁰⁰	195 ⁰⁰
2000	144 ⁰⁰	205 ⁰⁰
2500	150 ⁰⁰	215 ⁰⁰
5000	195 ⁰⁰	260 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	154 ⁰⁰	183 ⁰⁰	221 ⁰⁰	246 ⁰⁰	280 ⁰⁰	313 ⁰⁰	350 ⁰⁰	372 ⁰⁰	396 ⁰⁰	414 ⁰⁰	
3-Part	8½ x 11	212 ⁰⁰	274 ⁰⁰	349 ⁰⁰	406 ⁰⁰	475 ⁰⁰	542 ⁰⁰	615 ⁰⁰	661 ⁰⁰	710 ⁰⁰	749 ⁰⁰	
	8½ x 14	217 ⁰⁰	294 ⁰⁰	385 ⁰⁰	453 ⁰⁰	532 ⁰⁰	611 ⁰⁰	696 ⁰⁰	753 ⁰⁰	811 ⁰⁰	857 ⁰⁰	
	5½ x 8½	185 ⁰⁰	215 ⁰⁰	255 ⁰⁰	281 ⁰⁰	316 ⁰⁰	351 ⁰⁰	389 ⁰⁰	411 ⁰⁰	436 ⁰⁰	454 ⁰⁰	
4-Part	8½ x 11	249 ⁰⁰	344 ⁰⁰	456 ⁰⁰	541 ⁰⁰	641 ⁰⁰	741 ⁰⁰	845 ⁰⁰	915 ⁰⁰	998 ⁰⁰	1048 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 ⁰⁰											
Symbol other than "No."	add 25 ⁰⁰											
Numbering	50 ⁰⁰ setup charge, + 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

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>	