



Printing Services

STATE COLLEGE AREA SCHOOL DISTRICT

240 Villa Crest Drive
State College, PA 16801

Phone: (814) 231-1036

pawprints@scasd.org • www.scasd.org

Copy Prices

White 20# copy paper included in charge.

No charge for automatic collating, 3-hole drilling, stapling.

B & W Copies

	Price in \$
8.5 x 11 1 - sided	.025
11 x 17 1 - sided	.045
8.5 x 11 2 - sided	.045
11 x 17 2 - sided	.075

Color Copies

8.5 x 11 1 - sided	.305
11 x 17 1 - sided	.505
8.5 x 11 2 - sided	.605
11 x 17 2 - sided	1.005

Additional Copying / Printing Charges

Padding (\$1.00 setup plus per pad)	.25
50 sheet minimum pad	
Cutting (\$1.00 setup plus per cut)	.50
Folding, Automatic (\$2.50 setup plus per sheet)	.01
Stapling (upper left corner / 2 left side)	.01 each

Binding

Staple - 2 left side - 50 sheets minimum	.02
Tape	1.00
Spiral (Comb)	2.00
Coil	2.00

Lamination

Price per foot (up to 23" wide)	.35
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Large Format / Posters

18 x 24	12.00
24 x 36	16.00

Labor Charges / Desktop Time

Layout / design / typesetting / variable data setup, and non-automated handwork such as collating / counting / folding / specialty stapling, etc., will incur an additional charge.

5 minutes - \$1.00	30 minutes - \$6.00
10 minutes - \$2.00	45 minutes - \$12.00
15 minutes - \$3.00	60 minutes - \$25.00

Special Papers

For 8.5 x 11 copies on paper other than regular 20# white copy paper, add amount below to cost per copy, second side paper price is reduced by half. Double the price per sheet for 11 x 17 copies.

	Price in \$
20# Colored Paper	.015
60# Ultra Bright	.03
110# Index/Card Stock	.03
Crack-n-Peel (peelback) Paper	.47
#10 Envelopes (unprinted, white)	.02
#9 Envelopes (unprinted, white)	.02
#10 Window Envelopes (unprinted, white)	.02
#9 Window Envelopes (unprinted, white)	.02
9" x 12" Envelope (unprinted, white)	.08
10" x 13" Envelope (unprinted, white)	.09
A2 Invitation Envelopes	.125

Carbonless Forms (NCR)

Price per Set includes cost per copy for 1-sided form and padding charges.

2 part	.15
3 part	.25
4 part	.35
5 part	.46
6 part	.60

SCASD Stationery Items - Classic Laid paper (2 color)

	250	500
Letterhead	\$20.00	\$40.00
Envelopes	\$25.00	\$50.00
Business Cards	\$15.00	\$30.00

Mailing Information

All outgoing district mail is processed through Printing Services. If you are planning a large mailing, contact a Printing Services staff member for information about USPS rules for mailpiece design, addressing requirements, and ways to reduce the District's postage costs.

Some of the mailing services offered include:

- Addressing
- Tabbing/Wafer Seals for Self-Mailers
- Automated Envelope Inserting
- Folding
- Processing Bulk Mail

Metered Mail Guidelines:

- Mail to be metered must have a return address and a building identifier on it for billing purposes.
- All mail requiring special services such as Certified, Registered, Priority, Express, etc. must have a building identifier on it.
- Please rubber band envelopes that contain the same number of sheets.

Envelopes:

- Envelopes should face the same way.
- Envelope flaps can be open or closed, but keep them the same within a bundled group.
- Do not tuck flaps into envelopes as they will go into the mail stream unsealed.
- Do not tape #10 envelopes (regular business envelopes) as the tape jams the equipment.

Keep separate from mail to be metered:

- Mail that already has postage on it
- International mail
- Mail requiring special services such as Certified letters

To save money on postage:

- Use #10 envelopes; do not use envelopes larger than 6 1/8 x 11 1/2 inches.
- Use our 1st class permit when you have 500 or more pieces (contact Printing Services for more info).
- Use our bulk permit (non-profit) when you have 200 or more pieces (contact Printing Services for more info).