

Service Pricing Policy

Printing and Design Services

DROP OFF SERVICE (FEES APPLICABLE):

AUDIO TAPE TO CD TRANSFER

\$7.50 EACH (*CD INCLUDED*)

AUDIO DIGITIZING LABOR

\$5.50 PER ITEM

CD BURN OR COPY FROM FILE

\$4.00 (*\$1.00 TO USE OWN CD*)

DVD BURN OR COPY FROM FILE

\$7.00 EACH (*\$2.00 TO USE OWN DVD*)

LAMINATING

ADDITIONAL 10% PER JOB (*EXCESSIVE CUTTING ADD 5%*)

PHOTOCOPYING

ADDITIONAL 10% PER JOB (*EXCESSIVE CUTTING OR FOLDING ADD EXTRA 5%*)

PRINTING

ADDITIONAL 10% PER JOB (*EXCESSIVE CUTTING OR EDITING ADD EXTRA 5%*)

SCANNING TO USB/EMAIL WITH COPIER

.08 1ST PAGE AND .04 EACH ADDITIONAL (*SINGLE SHEET*)

VHS TO DVD TRANSFER

\$12.00 PER VHS TAPE (*MUST USE OUR MEDIA*)

VIDEO DIGITIZING LABOR

\$5.50 PER TAPE OR DISC

VIDEO EDITING LABOR

\$5.50 PER TAPE OR DISC

SERVICE FEE:

10% ADDED TO ALL DROP OFF JOBS UP TO \$250, ANYTHING ABOVE IS 5%

RUSH FEE:

10% ADDITIONAL FEE FOR LAST MINUTE JOBS

SELF SERVE AT NO CHARGE (EXCEPT FOR MATERIALS)

SPIRAL OR THERMO BINDING

CD BURNING OR DUPLICATION

DVD BURNING OR DUPLICATION

PHOTOCOPYING

PRINTING

SCANNING IMAGES OR TEXT

VIDEO DIGITIZING

VIDEO EDITING

R. BARBARA GITENSTEIN LIBRARY
LOWER LEVEL, ROOM 4
609-771-2114