

RATE CARD

Printing Services **Order Form**

A Westchester County Shared Municipal Service

We are pleased to offer **COLOR** and **black and white** Digital Printing services for your flyers, posters, reports and more.

(See reverse/next page for detailed size, pricing information and order form.)

Please make your selection from the order form attached and email to **MuniPrinting@westchestergov.com**

Need higher quantities than quoted on the rate card?
Need more info? Call 914-995-2321

Contacts: Michael DeBellis
Delma Cartwright



Flyers or Rack Cards

-  **Color Digital Copies**
 Sizes: 8.5 x 11, 8.5 x 14
 Sides: Single or duplex
 Paper: White
 Paper Weights:
 24 lb. Text or 65lb.
Cover weights for 8.5 x 11; 24 lb. Text weight only for 8.5 x 14
Maximum Quantity: 5000
 Up to 250:
 Cost per single-side: .35
 251 to 5000:
 Cost per single-side: .30
 Your Quantity _____
-  **Black and White Copies**
 Sizes: 8.5 x 11, 8.5 x 14
 Sides: Single or duplex
 Paper: White, pink, yellow, green, blue, etc
 Paper Weights:
 20 lb. Text or 67 lb. Cover weights
Maximum Quantity: unlimited
 Up to 500:
 Cost per single-side: .08
 501 to unlimited:
 Cost per single-side: .06
 Add 10% for finishing
 Your Quantity _____



Tri-fold Brochures

-  **Color Digital Copies**
 Sizes: 8.5 x 11
 Sides: Duplex
 Paper: white
 Weight: 24 lb. Text
Maximum Quantity: 5000
 Up to 250:
 Cost per single-side: .35
 251 to 5000:
 Cost per single-side: .30
 Your Quantity _____
-  **Black and White Copies**
 Sizes: 8.5 x 11
 Sides: Duplex
 Paper: white, pink, yellow, green, blue
 Weight: 20 lb. Text
Maximum Quantity: unlimited
 Up to 500:
 Cost per single-side: .08
 501 to unlimited:
 Cost per single-side: .06
 Add 10% for finishing
 Your Quantity _____



Posters

-  **Color Digital Copies**
 Sizes: 11 x 17
 Sides: Single
 Paper: white
 Weight: 24 lb. Text or 65 lb. Cover
Maximum Quantity: 5000
 Up to 250:
 Cost per single-side: .35
 251 to 5000:
 Cost per single-side: .30
 Your Quantity _____
-  **Black and White Copies**
 Sizes: 11 x 17
 Sides: Single
 Paper: white, pink, yellow, green, blue
 Weight: 20 lb. Text or 65 lb. Cover
Maximum Quantity: unlimited
 Up to 500:
 Cost per single-side: .08
 501 to unlimited:
 Cost per single-side: .06
 Add 10% for finishing
 Your Quantity _____



Reports or Multi-page*

-  **Black and White Copying**
 Sizes: 8.5 x 11
 Sides: Single or duplex
 Paper: white
 Weight: 20 lb. Text with 67 lb. cover-stock cover sheet for B&W and 65 lb. cover-stock cover sheet if in color
(Paper will automatically be selected if Color Digital Copy Cover/Back Cover is requested)
Maximum Quantity: unlimited
 Up to 500:
 Cost per single-side: .08
 501 to unlimited:
 Cost per single-side: .06
 Add 10% for finishing
 Add Color Cover
 Up to 1000:
 Cost per single-side cover: .35
 1001 to 5000:
 Cost per single-side cover: .30
 Your Quantity _____
- *Bindery: Staple top left, Dual Staple, White or Black Tape-bind (minimum 25 inside sheets of paper/ maximum 125 sheets of paper) or Booklet (minimum 2 inside sheets of paper, maximum 13 inside sheets of paper)



Postcards

-  **Color Digital Copies**
 Sizes: 8.5 x 5.5
 Sides: Single or duplex
 Paper: white
 Weight: 65lb. Cover-stock
(500 sheet limit)
Maximum Quantity: 5000
 Up to 250:
 Cost per single-side: .35
 251 to 1000:
 Cost per single-side: .30
 Your Quantity _____
-  **Black and White Copies**
 Sizes: 8.5 x 5.5
 Sides: Single or duplex
 Paper: white
 Weight: 67lb. Cover-stock
Maximum Quantity: unlimited
 Up to 500:
 Cost per single-side: .08
 501 to unlimited:
 Cost per single-side: .06
 Add 10% for finishing
 Your Quantity _____



Bookmarks

-  **Color Digital Copies**
 Sizes: 8.5 x 11 - Multiple Up
 Sides: Single
 Paper: white
 Weight: 65lb. Cover-stock
Maximum Quantity: 5000
 Up to 250:
 Cost per single-side: .35
 251 to 1000:
 Cost per single-side: .30
 Your Quantity _____
-  **Black and White Copies**
 Sizes: 8.5 x 11 - Multiple Up
 Sides: Single
 Paper: white, blue, green, pink, yellow
 Weight: 67lb. Cover-stock
Maximum Quantity: unlimited
 Up to 500:
 Cost per single-side: .08
 501 to unlimited:
 Cost per single-side: .06
 Add 10% for finishing
 Your Quantity _____