


Bellis copy center

BOB JONES UNIVERSITY



copies
color copies
collating
folding
binding
computer rentals
rubber stamps
business cards

(864) 770-1300
www.BellisCopyCenter.com

PRICE LIST

Hours & Location

Semester Hours

Summer and Christmas hours vary

Monday—Friday 7:30 am—7pm

Saturday 9 am—1 pm

The Copy Center is located on the first floor of the Alumni Building on the campus of Bob Jones University.

Ordering

Copy orders may be submitted online at www.BellisCopyCenter.com or by delivering an original copy to be duplicated.

Minimum Job Turn-Around Time

24 hours—for single-sided or double-sided copies printed on plain paper

48 hours—for orders requiring document manipulation, reduction, special finishing or special paper

72 hours—for booklet jobs requiring printing, collating, folding and stapling

Reformatting Fee

In addition to regular printing costs, there is a \$15.00/hr. (minimum) charge when necessary for us to resize or reformat a document or file that a customer has brought in for printing.

Printing Policy

Bellis Copy Center is a resource of Bob Jones University which strives to uphold distinctively Christian standards. Therefore, we reserve the right not to print objectionable materials.

Notice

Federal Law prohibits the unauthorized sale or distribution of copyrighted materials. It is your obligation to make sure that the materials you are copying are not copyrighted works or that your use of any copyrighted works does not constitute copyright infringement.

Copies PER PRINT

BLACK & WHITE COPIES

20 lb. white text: fewer than 100 copies

Size:	Single-sided:	Double-sided:
8.5 x 11	.10	.20
8.5 x 14	.12	.22
11 x 17	.20	.38
12 x 18†	.40	.60

20 lb. white text: over 100 copies

Size:	Single-sided:	Double-sided:
8.5 x 11	.08	.18
8.5 x 14	.10	.20
11 x 17	.18	.35

† Limited paper selection—20 lb. not available

GRAYSCALE ON THE COLOR COPIER

32 lb. white text: fewer than 200 copies

Size:	Single-sided:	Double-sided:
8.5 x 11	.15	.29
8.5 x 14	.15	.29
11 x 17	.28	.55
12 x 18	.50	.75
13 x 19*	.55	1.05

*Limited paper selection—32 lb. not available

Copies PER PRINT

GRAYSCALE ON THE COLOR COPIER

32 lb. white text: over 200 copies

Size:	Single-sided:	Double-sided:
8.5 x 11	.13	.25
8.5 x 14	.13	.25
11 x 17	.25	.40

COLOR COPIES

32 lb. white text: fewer than 200 copies

Size:	Single-sided:	Double-sided:
8.5 x 11	.55	1.10
8.5 x 14	.65	1.30
11 x 17	.95	1.90
12 x 18	1.10	2.20
13 x 19*	1.35	2.70

32 lb. white text: over 200 copies

Size:	Single-sided:	Double-sided:
8.5 x 11	.50	1.00
8.5 x 14	.60	1.20
11 x 17	.90	1.80

*Limited paper selection—32 lb. not available

Copies PER PRINT

Printed Transparencies

Size:	Black and white:	Color:
8.5 x 11	.55	.90
11 x 17	1.10	1.50

Lobby Copies/Self Serve with Copy Card

Size:	Single-sided:	Double-sided:
8.5 x 11	.08	.16
8.5 x 14	.08	.16
11 x 17	.16	.32

Binding PER BOOK

Tape Binding	.50
Saddle Stitch	.04
Clear Unibind	2.00
Hardbound Unibind	quote
Comb Binding WITH COVERS	3.00
Comb Binding WITHOUT COVERS	2.25
Padding	.25

Spiral Binding

spiral binding with covers

SM Spiral Full \$3.25 Half \$1.75
6 mm—14 mm coil, approx. 1-109 pages

MD Spiral Full \$3.50 Half \$1.90
16 mm—22 mm coil, approx. 110-171 pages

LG Spiral Full \$3.75 Half \$2.05
25 mm—33 mm coil, approx. 172-265 pages

spiral binding without covers

SM Spiral Full \$2.50 Half \$1.50
6 mm—14 mm coil, approx. 1-109 pages

MD Spiral Full \$2.75 Half \$1.65
16 mm—22 mm coil, approx. 110-171 pages

LG Spiral Full \$3.00 Half \$1.80
25 mm—33 mm coil, approx. 172-265 pages

Finishing

Reformatting PER HOUR	15.00
Cutting PER CUT, UP TO ONE REAM	.50
Business Card Cutting FLAT RATE	10.00
Hand Folding PER FOLD	.12
Machine Folding PER FOLD	.02
Hand Perforating PER PERF	.10
Machine Perforating PER PERF Plus 15.00 set-up fee	.02
Hand Scoring PER SCORE	.10
Machine Scoring PER SCORE Plus 15.00 set-up fee	.02
Hand Folding & Scoring PER FOLD / SCORE	.16
Collating	.04
Hand Stapling	.04
Machine Stapling	.02
Trimming PER 3 PIECES	.05
Laminating PER INCH Under 100 inches	.15
Laminating PER INCH Over 100 inches	.12
Shrink Wrapping	.10

Paper Stock

Paper can be purchased separately per sheet or by ream. A discount may be given when more than 50 sheets are purchased.

Text Weight Paper BY THE SHEET

8.5 x 11 Text		11 x 17 Text	
Wlms, 60 lb.	.03	Wlms, 60 lb.	.04
Wlms, 70 lb.	.04	Wlms, 70 lb.	.05
Wlms, 3-hole punch, 60 lb.	.04	20 lb. White	.03
Pastel 20 lb.	.03	60 lb. White	.04
Pastel 3HP	.04	70 lb. White	.05
Astrobright	.05	Warm White	.11
Royal Fiber	.06	Royal Fiber	.10
Parchment	.05	Xpressions 32 lb.	.06
Linen	.05	Xpressions 100 lb.	.13
Strathmore lines	.06	Silk 80 lb.	.07
Xpressions 32 lb.	.04	Gloss 80 lb.	.07
Silk 80 lb.	.05	Linen	.09
Gloss 80 lb.	.05		
Vellum 28 lb.	.11		
8.5 x 14 Text		12 x 18 Text	
White	.03	32 lb. Xpressions	.07
Pastel	.04		
28 lb. White	.05		

Paper Stock

Cardstock Weight Paper BY THE SHEET

8.5 x 11 Cardstock		11 x 17 Cardstock	
Pastel	.05	110 lb. White	.08
Astrobright	.07	Xpressions 80 lb.	.12
Royal Fiber	.10	Silk Card 80 lb.	.12
Parchment	.08	Gloss Card	.12
Linen	.10	Soft White	.12
Strathmore lines	.13	Linen Card*	.19
Xpressions 80 lb.	.06	Xpressions 100 lb.	.13
Xpressions 100 lb.	.08		
Silk 80 lb.	.07	12 X 18 Cardstock	
Gloss 80 lb.	.07	80 lb. Xpressions	.13
Soft White 80 lb.	.07	Gloss Gusto 100 lb.	.15
Black	.12	Silk 80 lb.	.13
Soft Blue Strathmore	.16	Silk 130 lb.	.21

13 x 19 Cardstock

100 lb. Gloss Card	.16
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*Only available by the sheet

Envelope Stock

Ask about how you can save money on envelope costs by purchasing a whole box. Envelopes come in boxes of 250 or 500.

Envelopes: 250 Per Box

(Prices listed are per individual envelope)

5.5 bar (4 3/8 x 5)	.07
White, Soft White	
A-2 (4 3/8 x 5) square flap	.10
Via Linen White, Via Linen Natural	
A-2 (4 3/8 x 5) square flap	.07
Smooth Warm White	
6 bar (4 x 6)	.08
White, Soft White	
Lee (5 x 7)	.10
White, Soft White	
A-7 (5 x 7) square flap	.13
White Linen, Natural Linen	
8 bar (5 x 8)	.11
White, Soft White	
A-9 (5 x 8 3/4)	.13
White	
A-9 (5 x 8 3/4)	.13
Soft White	

Envelopes: 500 Per Box

(Prices listed are per individual envelope)

# 10 (4 1/10 x 9)	.10
Classic Crest Avon White, Classic Laid White, RF Gray, RF Thyme	
#10 (4 1/10 x 9)	.06
Standard White	
9 x 12 envelope with clasp	.25

Other Merchandise and Services

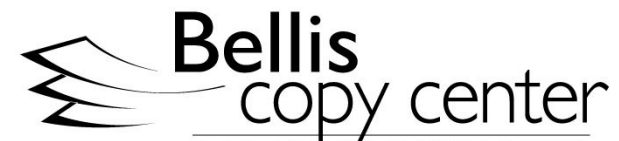
Computer Rental PER HOUR	3.00
Scanning PER HOUR	10.00
\$2.50 minimum	
Business Cards	quote
8" Folding Bones	6.00
Note Cards	3.75
Journal †	2.25
Half Journal†	1.00
Custom Journal*	2.75
Half Custom Journal*	1.50

Faxes

Local and toll-free fax	.50 for whole fax
Long-distance fax within the U.S.A	.75 for the first page and .50 for each additional page
International fax	2.00 per page
Received fax	.10 per page

†Pre-made, sold at the counter

*Made to order using a picture of your choice



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