

COPY SERVICES

Digital Black & White Copies

Autofeed Copies	\$.06 per page
Light Litigation Copies	\$.10 per page
Litigation Copies	\$.12 per page
Heavy Litigation Copies	\$.18 per page
Book Copies (Glass Work)	\$.23 per page
Transparency Copies	\$1.20 per page
Ledger Size (11" x 17")	\$.35 per page

Digital Color Copies



Letter/Legal Size	\$.99 per page
(Over 200)	\$.79 per page
(Over 500)	\$.69 per page
Ledger Size	\$1.75 per page
Transparency	\$2.75 per page

Oversize Copies / Large Format

Size for Size Black & White	\$.79 per sq.ft.
Size for Size Color	\$10.00 per sq.ft.
Digital Enlarge/Reduce B/W	\$3.00 per sq.ft.
Digital Enlarge/Reduce Color	\$10.00 per sq.ft.
Scan to CD Black & White	\$5.00 per page

Onsite Copies

Local Copy Machine Set-up Fee	\$100.00
Onsite Copies	\$.20 per page
Onsite Labor	\$20.00 per hr.

Electronic File Copies / Laser Prints

RIP File from Disk or E-Mail	\$5.00 per file
B/W Digital Prints from Disk	\$.10 per page
Color Digital Prints from Disk	\$.79 per page

Document Numbering

Bates Labeling	\$.06 per page
Electronic Numbering	\$.02 per page

BINDERY

In place of staples or clips, we can help enhance your proposals, presentation materials, training manuals or reports with special bindings that add a professional polish. In fact, some court filings require documents to be bound. We offer the following bindery:

GBC Spiral Comb Binding



This style is ideal for reports, briefs, training manuals and presentations. Bound documents lie flat when opened.

Velo Binding

Most commonly used for legal documents, including briefs. Velo stacks and stores easily.



Coil Binding



The coil is a continuous, spring-shaped piece of plastic, which allows a bound document to lie flat when opened.

Bindery/Finishing Rates

GBC Spiral, Velo or Coil Bind	(up to 1") \$2.50
	(1" to 2") \$3.50
Acco Binding	(up to 1") \$1.50
	(1" to 2") \$2.50
2 or 3 Hole Drilling	\$20.00 per hr.
Foam Core Mounting	\$3.00 per sq.ft.
Laminating (Letter Size)	\$4.00 each
(Large Format)	\$4.00 per sq.ft.
Cutting	\$3.00 per cut

MEDIA DUPLICATION

Audio Tape (Up to 90 Minutes)	\$10.00
Convert Micro to Standard	\$20.00
VHS Video (Up to 2 hours)	\$15.00
Convert VHS to DVD	\$45.00
CD Copies	\$15.00
DVD Copies	\$35.00
Floppy Disk Copies	\$5.00

ELECTRONIC DISCOVERY

Scan B/W Docs	\$.12—\$.18 per page
Scan Color Docs	\$1.00 per page
Burn CD	\$15.00
Burn DVD	\$35.00
Electronic Numbering	\$.02 per page
OCR Docs	\$.06 per page
Searchable PDF	\$.18 per page

DELIVERIES & PICK-UPS

Deliveries & Pick-ups

Downtown Area	\$15.00
Sacramento Area/Local	\$25.00
Outlying Areas (Davis, Elk Grove, Fair Oaks, Rocklin, Roseville, Orangevale)	\$45.00

Any service exceeding 1 hour to include mileage at \$.45

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