

WINNEFOX PRINTING SERVICES 2012

Winnefox Library System Print Shop provides its members with low-cost, high-quality digital color copying and printing services.

The Print Shop can print color or black & white on a variety of sizes of paper.

We can custom cut paper to fit most print needs. Max paper size 11 x 17.

Because of the color capabilities of the RISO, the majority of our printing is done on white or natural paper or cardstock but we also have most fluorescent and pastels colors in stock.

The Print Shop also carries

- NCR (carbonless type paper) in 2-part/3-part/4-part.
- Envelopes (A-2, #10 and #6 3/4 - window envelopes are also available)
- Label paper

- Custom design, layout and printing of:

Annual Reports

Bibliographies

Bookmarks

Brochures

Business Cards

Certificates

Flyers

Forms

Invitations

Newsletters

Posters

Signage

Stationery

- Logo Creation
- Summer Library Program Materials

The Print Shop staff is here to serve you. If you have questions or concerns please call Renee at 920-236-5224 or email miller@winnefox.org.

WLS Provided Printing Costs

WLS will provide free printing for each member library, up to a specified annual total for 2012.

Those totals are:

- \$400 for libraries requiring directors to have Grade 3 certification
- \$750 for libraries requiring directors to have Grade 2 certification
- \$1500 for libraries requiring directors to have Grade 1 certification.

The specified totals for each library are annual.

If a library does not use their printing allocation in the specified time (2012), it does not carry over.

SUMMER LIBRARY PROGRAM PRINTING

WLS will continue to print Summer Library Program (SLP) materials for children, teens and adults at no cost for member libraries, but there are quantity limitations. Printing in excess of the quantities outlined below are charged against the library's annual total printing budget.

SYSTEM-WIDE PROMOTIONS

Libraries will not be charged for standard promotional or instructional materials for WLS services like system-wide databases or advocacy materials and the *Trustee Tale*. However, WLS does reserve the right to limit the number of copies per request.

Children's Program

- **Program Fliers/Brochures**

Fliers/brochures are limited to a 1500 (8½ x 11) single-sided piece limit.

We can assist you in choosing the best layout to maximize your printing budget. A 1500 copy limit, when layed 2-up will yield 3000 copies for distribution to your schools, etc. Layed 4-up yields 6000 copies.

If you choose to have fliers printed on cardstock, there is an additional cost of .016 per sheet that will be charged to your printing budget. Example: 1500 sheets of cardstock will cost \$24.00

- **Reading Logs***

WLS will continue to offer several options for recording. Limited to 750 (2-sided copies) for 5½ x 17 and 8½ x 11, and 375 copies 11 x 17.

- **Bookmarks**

WLS will print up to 750 bookmarks

- **Performer posters**

WLS will print up to 25

- **Activity Sheets**

Libraries will be charged for these, and there is a 1,000 collective copy maximum due to press time.

Adult & Teen Programs

- **Adult & Teen Program Fliers**

2-sided fliers are limited to 750 free copies of each.

- **Reading Tickets**

Adult and Teens keep record by filling out a ticket per week for as many weeks as the program. They are printed b&w on color stock.

WLS will print up to 5000 tickets of each.

- **Bookmarks**

WLS will print up to 375 of each.

- **Performer posters**

WLS will print up to 10 of each.

*Due to the labor intensity, the single cards and folders will no longer be offered at no cost. You can still request them but you will be charged. A breakdown of that cost is on the last page.

WLS Charged Printing Costs

WLS will determine printing costs as follows (per side):

	B&W	RISO color	Copier Color
<i>Letter (8½ x 11)</i>	\$.0375	\$.075	\$.15
<i>Legal (8½ x 14)</i>	\$.05	\$.10	\$.20
<i>Tabloid (11 x 17)</i>	\$.075	\$.15	\$.30
<i>Envelopes</i>	\$.0375	\$.075	NA

- Envelopes will be charged the copy cost rate plus the cost of the envelope. Sample pricing on last page.
- There is no price reduction for larger quantities.
- Prices are based on regular paper and cover stock. Special order stock will be charged at the cost of the paper.
- NCR paper will also be charged the b&w copy cost rate plus the cost of the paper. Prices are for 2 or 3 part. Sets are based on 8½ x 11 sheets. Sample pricing on last page.
- WLS also offers many label options. Labels are cut to a specified size. Please inquire for pricing.

Additional charges for finishing work:

- | | | | |
|------------------------------------|-----|-----------|--|
| • Hand-collating, per sheet | .02 | • Padding | |
| • Stapling, per staple | .02 | | <i>The print shop does 2 types of padding:</i> |
| • Folding, per sheet | .02 | | <i>normal glue or fan apart (NCR) glue.</i> |
| • Cutting, per cut | .50 | | <i>25 sheets .025 per pad</i> |
| <i>250 sheet stack - paper</i> | | | <i>50 sheets .05 per pad</i> |
| <i>125 sheet stack - cardstock</i> | | | <i>NCR .01 per pad</i> |

Services we contract out-of-house:

banners, spiral binding, laminating

Please feel free to inquire about these and other services. We'll gladly get a quote for you upon request.

Color Copier:

Copies done on the color copier will be limited to smaller quantities due to the cost of consumables and the slower copy rate.

Sample quantity limits:

Newsletter (11 x 17 - 100 copies)

Brochures (8½ x 11 - 150 copies)

Please feel free to discuss using the color copier for a specific project.

Typical requests and their fees

Printing done on RISO unless otherwise specified.

Includes finishing

There is no minimum.

Bookmarks or Postcards (4 up)

Price per 500 double-sided

\$20.25

Fliers

Price per 500 half-sheet, single-sided

\$19.25

Brochures

Price per 500 full sheet, double-sided

\$85.00

Newsletter

(11 x 17 - 100 copies)

\$32.00

Posters (11 x 17)

Price per 25

\$3.75

Stationery

Price per 500 sheets

\$37.50

Envelopes

Regular #10 envelope - color

Price per 500

\$44.85

Regular #10 envelope - b&w

Price per 500

\$28.10

A-2 Invite envelope

Price per 250

\$29.75

Business Cards

Price per 240

\$5.00

Bookplates

Price per 80 (2³/₄ x 4¹/₄)

\$4.00

Registration Forms (*black & white on cardstock*)

Price per 1000, 2-up, double-sided

\$39.50

Price per 1000, 4-up, double-sided

\$20.75

NCR Forms (5¹/₂ x 8¹/₂)

\$42.65 for 500 2-part sets

***SLP Reading Folder and Inserts**

Price per 100 folders and 8 weeks of cards

\$33.15 includes folding & stapling

\$24.15 does not include folding & stapling

Color Copier:

Sample prices

Newsletter

(11 x 17 - 100 copies)

\$62.00

Brochures

(2-sided - 500 copies)

\$160.00

Posters (11 x 17)

Price per 25

\$7.50

Please feel free to request printing quotes.