

FY 2022 DUPLICATING SERVICES RATES

A. Duplicating Rates:

No.	SERVICE	COST	DESCRIPTION
1.	Copies, Black & White	.10 /copy	Includes letter, legal, 11" x 17" and cover stock.
2.	Copies, Color	.40 /copy	Copiers located outside Records Management Dept. Includes letter, legal, 11" x 17" and cover stock.
3.	Binding	.44 /copy	Includes tapestry, binding combs and binder covers.
4.	Facsimile (Fax)	.43 /page	Include incoming and outgoing transmissions.
5.	Laminate	.75 /sheet	Include 8-1/2" x 11", 8-1/2" x 14", 11" x 17"
6.	NCR/Carbonless Paper	.28 /copy	Includes 2, 3 and 4 parts.
7.	Clear Cover(s)	.25 /copy	8-1/2" x 11" clear cover for reports, booklets, etc.
8.	Scanning	.10 /copy	Includes: email, USB, CD, etc.
9.	Colored Paper	.10 /page	**This service is for the color paper that customers request their printing job on other than the white bond. **
10.	Premium Paper	.13 /page	Ex: Linen, gloss, synthetic finish, etc.
11.	Cover Stock BW	.09 /page	Include sizes: 8-1/2" x 11" and 11 x 17" (b & w only)
12.	Color Copy Cover Stock	.40 /page	Include sizes: 8-1/2" x 11" and 11 x 17" (color only)

B. Specialized Services:

No.	SERVICE	COST	DESCRIPTION
1.	Business Card/ Cutting	\$1.25/sheet	Standard stock, includes color, B&W. **For letter size layout only. **
2.	High Volume Poster 13 X 19 color	\$1.50/each	Heavy stock, includes color, print.
3.	High Volume Banner	\$2.00/sq.ft. (B&W) \$3.00/sq.ft. (Color)	Standard and vinyl - dimensions 3' W x 4' H and 6' W x 3' H.
4.	Graphic Assistance	\$12.50/Flat Rate	Includes formatting and proofing.
5.	Folding / Cutting	.50 per cut (10 sheets or less)	Cutting/Folding services for letter, legal, 11 x 17, 13 x 19 and includes banner materials.
6.	Tabs	.09 /each	8-1/2" x 11" white tab(s).

C. Monthly Rental/Maintenance Fees and Meter Fees:

No.	COPIER MODEL:	MONTHLY RENTAL	MONTHLY MAINTENANCE
	Meter Count (B & W)	.07 /copy	Copiers located outside Records Mgt. Dept. (Meter Billing)
	Meter Count (Color)	.40 /copy	Copiers located outside Records Mgt. Dept. (Meter Billing)
1.	Low - Volume	\$63.00	\$184.00
2.	Mid - Volume	\$129.40	\$126.00
3.	High - Volume	\$105.64	\$109.20

Please include the Navajo Nation Sales Tax 6% on all ICR's