Print shop price list

TEMPLATE

ABOUT THIS PRICE LIST

Date every list, and keep the old one, so a job can be checked against the prices that applied when it was done.

Copy room or print shop _____ Prices apply from _____

Approved by _____

Who is charged ◯ Department ◯ Individual ◯ Both

Questions to _____

PRICE LIST

Item	What one unit is	Charged per	Price	Turnaround	Notes
Black and white side	One printed side of a sheet	Side			
Colour side	One printed side with any colour on it	Side			
Paper	One sheet of plain copy paper, printed on one side or both	Sheet			
Special paper	One sheet of cardstock, 11x17, coloured paper or labels	Sheet			
Stapling	One stapled set, however many staples	Finished copy			
Hole punch	One punched set	Finished copy			
Folding	One folded copy	Finished copy			
Booklet	One folded and stapled booklet	Finished copy			
Trimming	One trimmed copy	Finished copy			
Laminating	One laminated sheet	Sheet			
Comb binding	One bound document	Document			
Cutting	One cutting job, such as cards or tickets	Job			

HOW A JOB IS PRICED

Each printed side at the black and white or colour rate, plus each sheet of paper at the paper rate, plus each finishing step once per finished copy, plus any work done by hand at its own price.

Double-sided work prints the same number of sides on half the sheets, so it costs less in paper and the same in toner.

A thirty-copy stapled set is thirty staples, whatever the page count.

Free to copy, change and share.

SETTING THE PRICES

- [ ] Take the side rates from the copier invoice's click charge, or from toner price divided by page yield on a printer you own.
- [ ] Take the paper rate from the price of a case divided by the sheets in it.
- [ ] Price finishing and hand work from the supplies they use, such as staples, pouches and binding combs.
- [ ] Agree with the business office whether prices recover the cost only or include the copier lease and staff time, and write it down.
- [ ] Leave a line at zero, or delete it, for anything you do not charge.
- [ ] Review the list once a year, after the copier contract or paper prices change, and date the new one.