# Printing cost per page calculator

TEMPLATE

## COST OF EACH JOB

| Job | Department | Pages in the document | Copies | Double-sided (Yes or No) | Rate per side | Paper, per sheet | Finishing, per finished copy | Sides | Sheets | Cost |
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## YOUR RATES

Work each one out once with the checklist below, then copy it into the job rows. Leave finishing at zero for anything you do not charge.

Rate per black and white side _____

Rate per colour side _____

Paper, per sheet _____

Stapling, per finished copy _____

Hole punch, per finished copy _____

Folding, per finished copy _____

Booklet, per finished copy _____

Trimming, per finished copy _____

## WORKING OUT EACH RATE

- [ ] Leased copier: the rate per side is the click charge on the last invoice, black and white and colour apart, not the figure in the quote.
- [ ] Owned printer: divide the toner cartridge's price by its page yield from the box; for colour, add the cost per side of each colour cartridge to the black.
- [ ] Paper: divide the price of a case by the sheets in it, and work out cardstock or 11x17 on their own if you print much of them.
- [ ] Finishing: price staples, punching, folding, booklets and trimming per finished copy, not per page.
- [ ] Write down what the rate includes, such as the lease or the service contract, so the next person knows.
- [ ] Count only finished work: a cancelled job, or one held and never printed, used no paper.

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