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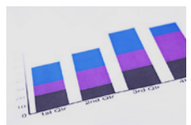
Services

Copies

CD/DVD Duplication

Scanning

Velo Binding



Color Prints

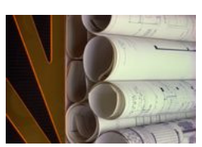
24 hour service

Comb Binding

Posters

High volume

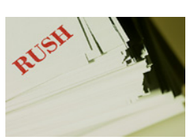
Saddle Stitch



Oversize copies

Document Storage

Coil Binding



Rush service

Stationery

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Litigation Copying

Auto feed; no staples or clips	8 ¢
A few staples or clips	11 ¢
Staples or clips every 5-10 pages	15 ¢
Staples or clips every 2-4 pages	19 ¢
Hand place copying (checks, receipts)	23 ¢

Document Scanning

Auto feed; no staples or clips	8 ¢
A few staples or clips	11 ¢
Staples or clips every 5-10 pages	15 ¢
Staples or clips every 2-4 pages	19 ¢
Hand place copying (checks, receipts)	23 ¢

CD/DVD

CD duplicating	$1.99 per CD
DVD duplicating	$3.50 per DVD
includes a paper envelope for the CD or DVD	
Jewel cases	40 ¢ per case
Printing on disc	99 ¢ each

Litigation Color Copies

Printed from files	79 ¢ per page
Scanned from originals	99 ¢ per page
8.5 x 14 color	89 ¢ per page
11 x 17 color	99 ¢ per page

Laminating

Wallet size		$1.00 each
Letter size		$1.50 each
Legal size	(8.5 x 14)	$2.00 each
Ledger size	(11 x 17)	$3.00 each
Oversize lamination		$5.00 per sq. foot
Foam board poster		$5.00 per sq. foot

Tabs

Stock side or bottom tabs	30 ¢ each
We carry the following tabs:	
Side numbers	Bottom numbers
Side exhibits	Bottom exhibits
“Index” side tab	“Index” bottom tab
Custom tabs	$1.00 each

Binding

	Under 1”	Over 1”
Coil	$3.50	$4.50
Comb	$1.00!	$1.50!
Velo	$2.50	$3.50
Wire	$4.50	$5.50
Saddle	75¢ per book	
Acco	$2.00	$3.00

Includes a front and back cover

3-Ring Clear View Binders

1/2 “	$3.25
3/4”	$3.50
1”	$3.75
1.5”	$4.00
2”	$4.25
2.5”	$4.75
3”	$5.50
4” (D-ring)	$8.50
Custom binders	Call for pricing