

**FULL SERVICE  
DESKTOP PUBLISHING**

With original	\$35.00/hour
Design & Create	\$55.00/hour
Scanning 1st page	\$5.00
Scanning add. Pages	50¢/page
Client Computer/Internet Use	\$15.00/hour
CD Disk (client files added)	\$7.00/disk

*Note: Scanning is in black & white ONLY.*

**FINISHING  
SERVICES**

Punching (min. per 200 sheets)	\$1.75
Stapling (by hand only)	5¢/staple
Booklet Stapling (min \$2.00)	50¢/booklet
Cutting	\$1.00/cut
Folding	5¢/fold
Inserting	10¢/item
Machine Collating (w/copies)	N/C
Hand Collating	5¢/page

**SOS Document Services**

Good for

**15% OFF**  
**First order of \$50**  
**or more**

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Cannot combine coupons.



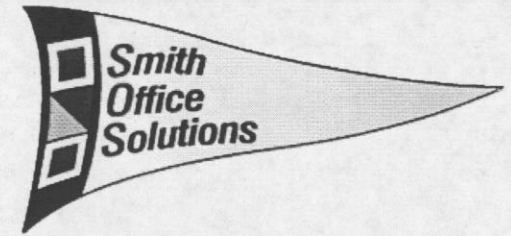
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of a  
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**SOS  
Document Services**

**PRICE  
LIST**

HOURS:

Mon - Fri 8:00am - 7:00 pm

Saturday 9:00am - 3:00pm

Sunday CLOSED

51 Washington Avenue, Suite A  
Point Richmond, CA 94801

Phone: 510-237-2SOS (2767)

Fax: 510-231-4753

[www.smithofficesolutions.net](http://www.smithofficesolutions.net)

**FULL SERVICE  
BLACK & WHITE**

# of Impressions	Price per Impression
1-100	12¢
101-300	10¢
301-700	9¢
701-1000+	8¢

Price includes 8 1/2 x 11 20# white stock.

**OPTIONAL B&W  
UPGRADES**

8 1/2 x 11

20# Recycled Paper	1¢/page
20# Pastel Paper	1¢/page
24# AstroBright Paper	2¢/page
65# AstroBright Card Stock	5¢/page
110# Pastel Card Stock	6¢/page
Resume Paper	25¢/page

8 1/2 x 14

20# White Paper	3¢/page
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11 x 17

20# White Paper	8¢/page
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Other

Return Address Labels	\$1.50/page
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**B&W IMAGE  
OPTIONS**

Shrink/Enlarge Image	25¢/impression
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**FULL SERVICE  
COLOR**

# of Impressions	Price per Impression
1-20	99¢
21-50	89¢
50-75	79¢
75-100+	75¢

Price includes 8 1/2 x 11 20# white stock.

**OPTIONAL COLOR  
UPGRADES**

8 1/2 x 11

20# Recycled Paper	1¢/page
20# Pastel Paper	1¢/page
110# Pastel Card Stock	6¢/page
Resume Paper	\$1.00/impression

8 1/2 x 14

20# White Paper	3¢/page
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11 x 17

20# White Paper	8¢/page
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Other

Return Address Labels	\$1.50/page
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**COLOR IMAGE  
OPTIONS**

Shrink/Enlarge Image	75¢/impression
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Note: If you require an extra large quantity, or multiple sets of printing/copying, please contact us for a quote.

**FAX SERVICES**

SEND

Local 1st Page	\$2.00/page
Local Additional Page	\$1.00/page
Long Distance	\$2.00/page
International	\$5.00/page

RECEIVE

Per Page	\$2.00
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**DOCUMENT BINDING  
(Comb Only)**

# of Bindings	Price per Book
1 - 20	\$4.50
21+	\$4.00

Glossy Cover	\$1.00/sheet
Composition Cover	\$1.50/sheet
Glossy & Composition	\$2.00/book

**LAMINATION  
(Pouch)**

8 1/2 x 11	\$2.00/document
8 1/2 x 14	\$2.50/document
4 x 6 (photo)	\$1.50/document
3 1/2 x 5 (index)	\$1.25/document
Luggage Tag	\$1.15/document
Business Card	\$1.00/document

**BLANK STOCK**

Prices vary. Please see Associate.