

# RATE CARD

## Printing Services

A Westchester County Shared Municipal Service

We are pleased to offer **COLOR** and **black and white** Digital Printing services for your flyers, posters, reports and more.

*(See reverse/next page for detailed size and pricing information.)*

Contact us to discuss your next project by calling 914-995-2321 or email [MuniPrinting@westchestergov.com](mailto:MuniPrinting@westchestergov.com)



## Flyers or Rack Cards



### Color Digital Copies

Sizes: 8.5 x 11, 8.5 x 14

Sides: Single or duplex

Paper: White

Paper Weights:

24 lb. Text or 65lb.

*Cover weights for 8.5 x 11; 24 lb. Text weight only for 8.5 x 14*

**Maximum Quantity: 1000**

Up to 250:

Cost per single-side: .35

251 to 1000:

Cost per single-side: .30



### Black and White Copies

Sizes: 8.5 x 11, 8.5 x 14

Sides: Single or duplex

Paper: White, pink,

yellow, green, blue, etc

Paper Weights:

20 lb. Text or

67 lb. Cover weights

**Maximum Quantity: 5000**

Up to 1000:

Cost per single-side: .08

1001 to 5000:

Cost per single-side: .06

Add 10% for finishing

## Tri-fold Brochures



### Color Digital Copies

Sizes: 8.5 x 11

Sides: Duplex

Paper: white

Weight: 24 lb. Text

**Maximum Quantity: 1000**

Up to 250:

Cost per single-side: .35

251 to 1000:

Cost per single-side: .30



### Black and White Copies

Sizes: 8.5 x 11

Sides: Duplex

Paper: white, pink,

yellow, green, blue

Weight: 20 lb. Text

**Maximum Quantity: 5000**

Up to 1000:

Cost per single-side: .08

1001 to 5000:

Cost per single-side: .06

Add 10% for finishing

## Posters



### Color Digital Copies

Sizes: 11 x 17

Sides: Single

Paper: white

Weight: 24 lb. Text or

65 lb. Cover

**Maximum Quantity: 1000**

Up to 250:

Cost per single-side: .35

251 to 1000:

Cost per single-side: .30



### Black and White Copies

Sizes: 11 x 17

Sides: Single

Paper: white, pink, yellow, green, blue

Weight: 20 lb. Text or

65 lb. Cover

**Maximum Quantity: 5000**

Up to 1000:

Cost per single-side: .08

1001 to 5000:

Cost per single-side: .06

Add 10% for finishing

## Reports or Multi-page\*



### Black and White

#### Copying

Sizes: 8.5 x 11

Sides: Single or duplex

Paper: white

Weight: 20 lb. Text with

67 lb. cover-stock cover

sheet for B&W and

65 lb. cover-stock cover

sheet if in color

*(Paper will automatically be selected if Color Digital Copy Cover/Back Cover is requested)*

**Maximum Quantity: 1000**

With color cover --

Up to 250:

Cost per single-side: .35

251 to 1000:

Cost per single-side: .30

Add 10% for finishing

\*Bindery: Staple top left, Dual Staple, White or Black Tape-bind (minimum 25 inside sheets of paper/ maximum 125 sheets of paper) or Booklet (minimum 2 inside sheets of paper, maximum 13 inside sheets of paper)

## Postcards



### Color Digital Copies

Sizes: 8.5 x 5.5

Sides: Single or duplex

Paper: white

Weight: 65lb. Cover-stock

*(500 sheet limit)*

**Maximum Quantity: 1000**

Up to 250:

Cost per single-side: .35

251 to 1000:

Cost per single-side: .30



### Black and White Copies

Sizes: 8.5 x 5.5

Sides: Single or duplex

Paper: white

Weight: 67lb. Cover-stock

**Maximum Quantity: 5000**

Up to 1000:

Cost per single-side: .08

1001 to 5000:

Cost per single-side: .06

Add 10% for finishing

## Bookmarks



### Color Digital Copies

Sizes: 8.5 x 11 - Multiple Up

Sides: Single

Paper: white

Weight: 65lb. Cover-stock

**Maximum Quantity: 1000**

Up to 250:

Cost per single-side: .35

251 to 1000:

Cost per single-side: .30



### Black and White Copies

Sizes: 8.5 x 11

- Multiple Up

Sides: Single

Paper: white, blue, green,

pink, yellow

Weight: 67lb. Cover-stock

**Maximum Quantity: 5000**

Up to 1000:

Cost per single-side: .08

1001 to 5000:

Cost per single-side: .06

Add 10% for finishing