

Mailroom/Copy Center Services

Shipping address: 120 S. Wingate St.
Wake Forest, NC 27587.

Prices:	<u>Color Copies</u>	One-sided	8.5" x 11" or 14"	\$.25/sheet
		Double-sided	8.5" x 11" or 14"	\$.35/sheet
		One-sided	11" x 17"	\$.30/sheet
		Double-sided	11" x 17"	\$.40/sheet
	<u>B & W Copies</u>	One-sided	8.5" x 11" or 14"	\$.05/sheet
		Double-sided	8.5" x 11" or 14"	\$.08/sheet
		One-sided	11" x 17"	\$.10/sheet
		Double-sided	11" x 17"	\$.12/sheet
	<u>Binding</u>	Heat		\$2.00/binding
		Spiral		\$2.00/binding
<u>Fax</u>	Receiving	(919) 761-2113	Free	
	Local		\$1.00/fax	
	Long-distance		\$1.50/fax	
<u>Laminating</u>			\$1.50/sheet	
<u>Scanning</u>	Loose pages	1-50 sheets	\$1.00	
		50+ sheets	\$2.00	
	Books	1-10 pages	\$1.00	
		11-20 pages (etc.)	\$2.00 (etc.)	
<u>Folding</u>		1-100 sheets	Free	
		101-500 sheets	\$1.00	
		501-1000 sheets	\$2.00	
<u>Cutting</u>		1 cut/page	Free	
		2 or more cuts/ page	\$.01/cut/page	

Free services include: Colored paper, stapling, and hole punching.