

Furlong's Rapid Print & Digital Design

PRINT, SIGN and COPY CENTRE

SERVICE • QUALITY • KNOW HOW • VALUE

147 South Albion Street,
Amherst Town Centre Mall
Amherst, NS B4H 2X2
Tel: (902)667-4142
Fax: (902)661-3224
<http://www.rapidprint.ca>
furlongs@rapidprint.ca

COPY CENTRE

NAME _____

ADDRESS _____

Phone: (work) _____ (home) _____

Order taken by: _____

	IN	OUT
DATE		
TIME		

COPIES

Instructions: Please be as clear as possible. Use an attached sheet and post-it notes if required.

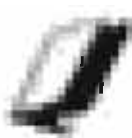
ALL COPIES ARE ON 20 LB. WHITE BOND UNLESS OTHERWISE SPECIFIED.

B & W 8½" x 11" 8½" x 14" 11" x 17"		COLOUR 8½" x 11" 8½" x 14" 11" x 17"		BOOKLET	
				BINDING	
				EDITING	
LABOUR		LAMINATING 8½" x 11" 8½" x 14" 11" x 17"		FOLDING	
				STAPLING	
				CUTTING	
PAPER UPSELL B & W		RIP FEE	Diskette (under 1 MB)		
				CD (Over 1 MB)	
Colour		CD Burning		SCANNING	

FOLDING



Single Fold



Double Fold



Irregular Fold



Letter Fold



Accordion Fold



Brochure Fold

- Text facing in
- Text facing out
- Sample enclosed

Number of Pages	3¢ per Page	TOTAL
	x \$.03	=

There is a minimum charge of \$20.00

SCANNING

QUANTITY			B & W SCANS	8½" x 11" Letter	8½" x 14" Legal	11" x 17" Ledger	SUB TOTAL
Number of Originals	Number of Copies	Total # of Copies					
Letter			1 — 99	\$0.09	\$0.10	\$0.15	Letter
			100 — 499	\$0.07	\$0.08	\$0.13	
Legal			500 — 999	\$0.06	\$0.07	\$0.12	Legal
			1,000 — 9,999	\$0.05	\$0.06	\$0.10	
11 X 17			10,000 +	\$0.04	\$0.05	\$0.08	11 X 17

QUANTITY			COLOUR SCANS	8½" x 11" Letter	8½" x 14" Legal	11" x 17" Ledger	SUB TOTAL
Number of Originals	Number of Copies	Total # of Copies					
Letter			1 — 9	\$0.50	\$0.75	\$1.00	Letter
			10 — 49	\$0.45	\$0.70	\$0.90	
Legal			50 — 99	\$0.40	\$0.60	\$0.80	Legal
			100 — 999	\$0.33	\$0.53	\$0.75	
11 X 17			1,000 +	\$0.25	\$0.35	\$0.50	11 X 17

SLIDE & NEGATIVE SCANS ARE \$3.00 EACH

Editing	Editing includes: enlargements, reductions, cropping, colour adjustments & repeat image.	Number of Edits	X \$0.50 =
Hand Feeding Originals	Hand Feeding of originals includes books, photos, removing staples and anything that won't fit through the automatic document feeder.	Number of Feeds	X \$0.25 =

DIGITAL

Save to Disk, CD or Zip Disk
_____ X _____ = _____

RIP FEE
_____ X _____ = _____

DTP Labour
_____ X _____ = _____

- \$3.00 E-mail the file to supplied address.
- \$3.00 Save the file to supplied floppy disk. (\$4.00 if we supply)
- \$5.00 Save the file to supplied CD. (\$6.00 if we supply)
- \$20.00 Save the file to Personalized Printed CD.
- \$3.00 Save the file to supplied ZIP Disk.
- RIP Fee depends on size and type of file.

CERLOX, CONTINUOUS COIL & TWIN WIRE BINDING

1 – 50 pages @ \$.04 per page; 1 – 100 @ \$.03; 1 – 150 @ \$.025; 1 – 200 @ \$.02; 1 – 250 @ \$.018
Twin Wire adds \$1.00 to cost. There is a minimum charge of \$1.00 per book and covers are extra.

COVER TYPE
 (includes front & back)

Bristol @ \$0.50
 Felt @ \$0.75
 Linen @ \$1.00

No. of Pages	+	Covers	=	Cost per book	X	No. of Books	=	TOTAL
No. of Pages	+	Covers	=	Cost per book	X	No. of Books	=	TOTAL

LAMINATING

Size to be Laminated	1 to 5 Units	6 to 10 Units	11 Units & UP	TOTAL
Business Card	__ x \$1.05 = __	__ x \$0.90 = __	__ x \$0.75 = __	
Business Card Magnets	__ x \$0.60 = __	__ x \$0.55 = __	__ x \$0.50 = __	
Business Card Magnets with Lamination	__ x \$1.50 = __	__ x \$1.30 = __	__ x \$1.10 = __	
Index Card	__ x \$1.20 = __	__ x \$1.05 = __	__ x \$0.85 = __	
I. D. Badge with Clip	__ x \$1.30 = __	__ x \$1.15 = __	__ x \$1.00 = __	
Luggage Tag with Loop	__ x \$1.50 = __	__ x \$1.30 = __	__ x \$1.05 = __	
6" x 9" Pouch	__ x \$1.35 = __	__ x \$1.15 = __	__ x \$0.95 = __	
1.5 ml. Letter	__ x \$1.50 = __	__ x \$1.30 = __	__ x \$1.05 = __	
3 ml. Letter	__ x \$1.80 = __	__ x \$1.55 = __	__ x \$1.25 = __	
5 ml. Letter	__ x \$2.55 = __	__ x \$2.25 = __	__ x \$2.00 = __	
7 ml. Letter	__ x \$3.25 = __	__ x \$2.95 = __	__ x \$2.70 = __	
10 ml. Letter	__ x \$5.25 = __	__ x \$4.75 = __	__ x \$4.25 = __	
3 ml. Legal	__ x \$2.85 = __	__ x \$2.45 = __	__ x \$2.00 = __	
1.5 ml. Ledger	__ x \$2.55 = __	__ x \$2.20 = __	__ x \$1.80 = __	
3 ml. Ledger	__ x \$3.00 = __	__ x \$2.60 = __	__ x \$2.10 = __	
5 ml. Ledger	__ x \$5.00 = __	__ x \$4.50 = __	__ x \$4.00 = __	
7 ml. Ledger	__ x \$7.00 = __	__ x \$5.25 = __	__ x \$4.50 = __	
12 ml. Ledger Soft Touch	__ x \$12.00 = __	__ x \$11.00 = __	__ x \$10.00 = __	

CUTTING

To trim or cut Books, Laminates or Photocopies

Instructions:

TOTAL

BLACK & WHITE COPIES

(ADD 50% FOR DOUBLE SIDED COPIES)

(B&W COPIES ON COLOUR COPIER ADD \$.05 PER SIDE)

QUANTITY			Categories	8½" x 11" Letter	8½" x 14" Legal	11" x 17" Ledger	SUB TOTAL
Number of Originals	Number of Copies	Total # of Copies					
Letter			1 — 99	\$0.10	\$0.13	\$0.20	Letter
			100 — 499	\$0.08	\$0.11	\$0.16	
Legal			500 — 999	\$0.07	\$0.10	\$0.14	Legal
			1,000 — 9,999	\$0.06	\$0.09	\$0.12	
11 X 17			10,000 +	\$0.05	\$0.08	\$0.10	11 X 17

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QUANTITY			PAPER TYPE	8½" x 11" Letter	8½" x 14" Legal	11" x 17" Ledger	12" x 18" or 13" x 19"	SUB TOTAL
Number of Originals	Number of Copies	Total # of Copies						
Letter			28 lb. Text Brite White	\$0.04	\$0.06	\$0.08	N/A	Letter
			28 lb. Text Expressions Colour Paper	\$0.10	\$0.15	\$0.20	\$0.25	
			35 lb. Text Glossy	\$0.15	\$0.20	\$0.25	\$0.30	
			20 lb. Pastel & 30 lb. Parchment	\$0.05	N/A	N/A	N/A	
Legal			Photo Tex	\$2.50	N/A	\$5.00	\$5.00	Legal
			30 lb. Text Gray, Blue & Canary	\$0.05	N/A	\$0.10	N/A	
			32 lb. Text Brite White	\$0.05	\$0.07	\$0.10	\$0.15	
			Transparency	\$1.00	N/A	N/A	N/A	
11 X 17			Photo	\$0.50	N/A	\$0.75	\$0.85	11 X 17
			3-Hole	\$0.02	N/A	N/A	N/A	
			80 lb. Card Stock	\$0.10	\$0.15	\$0.20	\$0.25	
			80 lb. Linen Cover	\$0.20	\$0.30	\$0.40	\$0.50	

COLOUR COPIES (ADD 50% FOR DOUBLE SIDED)

QUANTITY			Categories	8½" x 11" Letter	8½" x 14" Legal	11" x 17" Ledger	12" x 18" 13" x 19" Prints	SUB TOTAL
Number of Originals	Number of Copies	Total # of Copies						
Letter			1 — 9	\$1.00	\$1.50	\$2.00	\$2.25	Letter
			10 — 49	\$0.90	\$1.35	\$1.80	\$2.00	
Legal			50 — 99	\$0.80	\$1.20	\$1.60	\$1.80	Legal
			100 — 999	\$0.75	\$1.05	\$1.50	\$1.70	
11 X 17			1,000 +	\$0.50	\$0.75	\$1.00	\$1.25	11 X 17

Editing

Editing includes: enlargements, reductions, cropping, colour adjustments & repeat image.

Number of Edits

X \$0.25 =

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Special Paper not listed

Description _____ Cost _____ X Number of sheets _____ Total = _____

Other Services

Number

Cost

Total

Booklet Creation

Booklet creation involves machine collation and folding with or without stapling of newsletters or booklets.

\$0.25

Hand Feeding Originals

Hand Feeding of originals includes books, removing staples and anything that won't fit through the automatic document feeder.

\$0.10

Stapling (per staple)

\$0.03