

PRICES & SERVICES GUIDE



MAKING YOUR CREATIVE EXPRESSIONS A TANGIBLE REALITY – EVERYDAY

Our Mission

To offer the Queen's community exceptional document and graphic solutions at competitive prices and trusted quality, while providing extraordinary customer service.

Our Customer Service Mandate


To consistently provide all patrons with efficient and high quality service, by professional and knowledgeable staff within a welcoming, accessible, and inclusive environment.

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STANDARD PRINTING

BLACK & WHITE

SINGLE SIDED		1-249	250+	500+	1000+	1500+
Letter	6.2	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.09	\$ 0.09
Legal	6	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.10	\$ 0.10
Tabloid	6	\$ 0.18	\$ 0.17	\$ 0.16	\$ 0.15	\$ 0.15
DOUBLE SIDED		1-249	250+	500+	1000+	1500+
Letter	6.7	\$ 0.18	\$ 0.17	\$ 0.16	\$ 0.12	\$ 0.10
Legal	6.6	\$ 0.22	\$ 0.21	\$ 0.20	\$ 0.18	\$ 0.16
Tabloid	6.5	\$ 0.35	\$ 0.31	\$ 0.28	\$ 0.24	\$ 0.23

COLOUR

SINGLE SIDED		1-49	50+	100+	250+	500+
Letter	6.2	\$ 0.40	\$ 0.38	\$ 0.35	\$ 0.30	\$ 0.25
Legal	6.1	\$ 0.55	\$ 0.53	\$ 0.50	\$ 0.45	\$ 0.40
Tabloid	5.9	\$ 0.85	\$ 0.75	\$ 0.69	\$ 0.64	\$ 0.53
DOUBLE SIDED		1-49	50+	100+	250+	500+
Letter	6.7	\$ 0.75	\$ 0.65	\$ 0.55	\$ 0.45	\$ 0.35
Legal	6.6	\$ 0.90	\$ 0.80	\$ 0.70	\$ 0.60	\$ 0.50
Tabloid	6.4	\$ 1.15	\$ 0.95	\$ 0.80	\$ 0.70	\$ 0.60

COPIES


Feeder copies are charged at the standard black and white printing rates.

Plate scans are charged at the standard black and white rates plus the cost of plate scans (reference page 3 for scanning costs).


1 Please ask a staff to determine if a copy will require a feeder or plate scan

STATIONARY


LETTER

PAPER TYPE		BLANK	PRINTED plus printing costs	REAM
White Text	9.1	\$ 0.02	FREE	\$ 7.00
Coloured Text	8.8	\$ 0.10	\$ 0.08	\$ 20
Coen	8.5	\$ 0.10	\$ 0.08	\$ 20
Glossy Text	4.6	\$ 0.25	\$ 0.20	
White Cardstock	9.1	\$ 0.30	\$ 0.25	\$ 20
Black Cardstock	8.8	\$ 0.30	\$ 0.25	\$ 20
Coloured Cardstock	8.8	\$ 0.20	\$ 0.18	\$ 20
Parchment Cardstock	8.8	\$ 0.25	\$ 0.20	\$ 20
Glossy Cardstock	4.6	\$ 0.30	\$ 0.25	
Business Cardstock Glossy	4.6	\$ 0.40	\$ 0.30	
Business Cardstock Matte	9.1	\$ 0.40	\$ 0.30	
Linen & Fiber Cardstock	8.8	\$ 0.50	\$ 0.40	
Overhead Transparency	6.2	\$ 0.90	\$ 0.85	
Transparent Cover	5.6	\$ 1.00		
Executive Backing	5.6	\$ 1.25		


LEGAL

PAPER TYPE		BLANK	PRINTED plus printing costs	REAM
White Text	9.1	\$ 0.03	FREE	
Coen	8.5	\$ 0.14	\$ 0.12	\$ 40

TABLOID


PAPER TYPE		BLANK	PRINTED plus printing costs	REAM
White Text	9.1	\$ 0.04	FREE	
Coen	8.5	\$ 0.20	\$ 0.18	\$ 50
Glossy Text	4.6	\$ 0.40	\$ 0.30	
Cardstock	9.1	\$ 0.40	\$ 0.35	\$ 40
Glossy Cardstock	4.6	\$ 0.50	\$ 0.45	

SCANNING


	PRICE	
Plate Scan	\$ 0.15 / page	walk-in
Feeder Scan	\$ 0.25 / 25 pages	walk-in
Feeder scans can be done for any standard sized documents - i.e. letter, legal and/or tabloid.		
Plate scans must be used for custom sized documents, punched documents and/or damaged documents. Prices do not vary based on page size, but are based on the number of plate/feeder scans. All printers scan in colour to USB or e-mail.		

STICKERS


LETTER

PAPER TYPE		BLANK	PRINTED plus printing costs
Stickers	4	\$ 2.00	\$ 2.00
Removable Transparent	5.3	\$ 2.75	\$ 2.75
Removable Vinyl	5.3	\$ 2.75	\$ 2.75
Permanent	4	\$ 2.25	\$ 2.25

12" X 18"



PAPER TYPE		BLANK	PRINTED plus printing costs
Removable Transparent	6.1	\$ 5.00	\$ 5.00
Removable Vinyl	6.1	\$ 5.00	\$ 5.00
Permanent	4	\$ 4.25	\$ 4.25

CIRCLE STICKERS

	1-49	50-99	100-150
PRICE per sticker	0.20	0.17	0.15
 3 business days	Available in 1 $\frac{3}{4}$ " 2" & 2 $\frac{1}{4}$ " diameters		

*Please note: Placing fees applicable if sticker files must be formatted.




PHOTOS

SIZE		PRICE	
4x6	3	\$ 0.50	walk-in
5x7	3	\$ 1.00	walk-in
Large Format	Printed on glossy paper with colour ink		

RAVE CARDS

RAVE CARDS

Rave cards are custom priced based on the specifications of each rave card order. Prices depend on the paper type, ink colour, and whether the document is single sided or double sided.

	PRINTING & STATIONARY	PLACING SINGLE SIDED	PLACING DOUBLE SIDED	CUTTING FEE
Rave Cards	Calculated based on paper type, # of sheets, black & white or colour, and single sided or double sided	\$ 7.50	\$ 12.50	\$ 0.50 per cut per 50 sheets of stationary
Name Tags		\$ 7.50	\$ 12.50	
Perforation		\$ 5.00	\$ 12.50	\$ 5.00
	3 business days			
	2 business days : 30% of placing & cutting fee			
	1 business day : 40% of placing & cutting fee			





NAME TAG HOLDERS

	PRICE
With Print	\$ 1.00
Without Print	\$ 1.25




Name tag orders with the purchase of holders do not include the tags being placed in the holders. Stationary and printing costs of name tags are charged as rave cards (see above).

BINDING





COIL BIND

		PRICE	COVERS	
Small (1-74 pg)	5.7	\$ 2.75	Text	0
Medium (75-169 pg)	5.5	\$ 3.75	Cardstock	0
			Coloured Cardstock	0
Large (170-234 pg)	5.2	\$ 5.75	Glossy Cardstock	0
			Linen/Fibre/Black Cardstock	0.5
X-Large (235-335 pg)	5	\$ 6.75	Transparent Cover	1
			Executive Backing	1.25
 1 business day		  1 hr / \$1.25 per bind		
Get every 6th bind free with our Binding Loyalty Cards				

CERLOX BIND

		PRICE	COVERS	
Small ($\frac{1}{2}$ " - $\frac{5}{8}$ ")	6	\$ 2.25	Text	0
Medium ($\frac{3}{4}$ " - 1")	5.7	\$ 3.25	Cardstock	0
			Coloured Cardstock	0
Large (1" - 2")	5.5	\$ 4.25	Glossy Cardstock	0
			Linen/Fibre/Black Cardstock	0.5
 1 business day		Transparent Cover		
  1 hr / \$1.25 per bind		Executive Backing		
			1	1.25

COVER BIND

		PRICE
Small: $\frac{1}{16}$ " - $\frac{1}{4}$ "	3.3	\$ 5.75
Medium: $\frac{3}{8}$ " - $\frac{3}{4}$ "	3.3	\$ 6.75
		 
1 business day		1 hr / \$1.25 per bind

PUNCH FEE

	PRICE
Small	\$ 1.00
Medium	\$ 1.50
Large	\$ 2.00
X-Large	\$ 2.50

BINDING

BOOKLETS

	PRICE
Booklets	\$0.10 per book plus printing costs

Quantity		
1 - 10	walk-in	
11 - 50	2 business days	1 day - \$ 0.05 per book
50 +	3 business days	2 days - \$ 0.05 per book 1 day - \$ 0.10 per book

TRASHBOOKS

Trashbooks are available in both short-edge and long-edge binds. They can be made entirely customizable with personalized covers.

STANDARD & CUSTOM		PRICE	ABOUT
Large (8.5"x11")	8.1	\$ 2.65	Trashbook are P&CC sustainability initiative that gives our single-sided misprints a second chance. Each trashbook page is blank on one side, and ready to be used again before being recycled.
Trashbook (5.5"x8.5")		\$ 1.75	
Mini (4.25"x5.5")		\$ 0.50	
 1 business day   1 hr / \$1.25 per book			

BULK*	1-20	21-50	51-100	100+
Large (8.5x11)	\$ 2.65	\$ 2.50	\$ 2.35	\$ 2.10
Trashbook (5.5x8.5)	\$ 1.75	\$ 1.65	\$ 1.55	\$ 1.40
Mini (4.25x5.5)	\$ 0.50	\$ 0.50	\$ 0.40	\$ 0.35


*The ability to fulfill bulk trashbook orders is dependent on the availability of trashbook paper. If you are interested in placing a bulk order it is best to contact staff early to ensure there is enough trashbook paper.

POSTERS

STANDARD POSTERS

PRICE	2'x3' (24"x36")	3'x4' (36"x48")	CUSTOM
Matte	\$ 14.99	\$ 28.00	\$ 3.25 / sqft
Glossy	\$ 17.50	\$ 34.99	\$ 3.75 / sqft
Vinyl	\$ 39.99	\$ 78.00	\$ 7.00 / sqft
Fabric	\$ 42.00	\$ 85.00	\$ 8.50 / sqft

🕒 1 business day ☰🕒 1hr - \$1.50/square foot

	2'x3' (24"x36")	3'x4' (36"x48")	CUSTOM
Matte	7.1	7.1	6.6
Glossy	4.1	4.1	3.6
Fabric	4.1	4.1	3.6
Vinyl	4.1	4.1	3.6

BANNER STAND

Banner vinyl poster and retractable banner stand

	Price
36"x78.75"	\$ 109.99

🕒 3 business day

Poster Tube	\$4
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GROMMETS

	PRICE
Small	\$ 0.50
Medium	\$ 1.00
Large	\$ 2.00

BUSINESS CARDS

BLACK & WHITE


	SINGLE SIDED PRICE	DOUBLE SIDED PRICE
50	\$ 17.50	\$ 18.50
100	\$ 19.50	\$ 21.00
150	\$ 21.50	\$ 23.50
200	\$ 23.50	\$ 26.00
250	\$ 25.50	\$ 28.50
500	\$ 35.50	\$ 39.00

COLOUR

	SINGLE SIDED PRICE	DOUBLE SIDED PRICE
50	\$ 19.00	\$ 21.25
100	\$ 22.50	\$ 26.50
150	\$ 26.00	\$ 31.75
200	\$ 29.50	\$ 37.00
250	\$ 33.00	\$ 42.25
500	\$ 49.50	\$ 63.50

Custom - Any smaller set is charged as printing and 14 cuts (\$7)
 Unique Set - Any different set is a new fee (any new placing)

🕒 1 business day ≡🕒 1 hr - single sided: \$5
 ≡🕒 1 hr - double sided: \$10

	GLOSSY		MATTE	
PRINT	SS	DS	SS	DS
	3.1	3.6	6.6	5.6

FINISHING



LAMINATING

		FIRST PAGE	SUBSEQUENT PAGES
Letter	2.9	\$ 2.25	\$ 1.50
Legal	2.9	\$ 3.00	\$ 1.75
Tabloid	3.4	\$ 3.75	\$ 2.00
Badge*	2.6	\$ 1.50	\$.50

 1 business day  1hr - 30% of laminate fee

*Badge laminates will include a \$0.15 cutting fee if cut by staff. Customers have the option to cut the badges themselves.

FOLDING

	PRICE	ABOUT
Half Fold	\$ 0.05	Pricing for folds does not vary with the selected fold
Brochure Fold	\$ 0.05	
 3 business day  2 days - 30% of folding fee  1 day - 40% of folding fee		
bulk maximum folding fee \$50		

ACCORDION FOLD



CLASSIC TRI-FOLD



HALF FOLD



CUTTING

	PRICE
Machine Cut	\$ 0.30 /cut per 250 sheets
Hand Cut	\$ 0.50 /cut
Perforating	\$ 5.00 fee
 1 business day  1hr - 30% of cutting fee	

DELIVERY

ZONE	PRICE
On campus	\$ 8.00
Downtown (Macdonnell St. - Ontario St. / Earl - Railway St.)	\$ 10.00
Traffic circle (Macdonnell St. - Portsmouth Av. / Railway St. - John Counter Blvd.)	\$ 11.50
Township (After Portsmouth to Bayridge Dr. / John Counter Blvd. - Rideau Heights)	\$ 13.00
Across the causeway / past Bayridge	\$ 15.00

SPECIALTY DISCOUNTS

Our specialty discounts are currently being revisited. Should you have any inquiries, please email our Head Manager, Jordan Greene, at pcc@ams.queensu.ca.

TURN-AROUNDS

PLEASE NOTE: BASED ON THE CAPABILITIES OF OUR MACHINES AND OUR TEAM, RUSHES ARE AVAILABLE AT THE DISCRETION OF MANAGEMENT.

STANDARD PRINTING SCANNING PHOTO PRINTING STICKERS	ON-SPOT PRINTING WITH NO RUSH FEE	Time to print is dependent on: size of job, paper cut, media type, DS or SS
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	STANDARD	RUSH	PRICE
BUSINESS CARDS	1 DAY	1 HOUR/END OF DAY	\$10DS \$5SS
RAVE CARDS & NAME TAGS	3 DAYS	2 DAYS 1 DAY	+30% +40%
POSTERS	1 DAY	1 HOUR/END OF DAY	\$1.50/SQFT
BANNER STANDS	2 DAYS	1 DAY	\$1.50/SQFT
BINDS	1 DAY	1 HR/END OF DAY	\$1.25/BIND
BOOKLETS 1-10	ON THE SPOT		
BOOKLETS 11-50	2 DAYS	1 DAY	\$0.05/BOOKLET
BOOKLETS 50+	3 DAYS	1 OR 2 DAYS	\$0.10 OR \$0.05 / BOOKLET
LAMINATING	1 DAY	1 HR/END OF DAY	+30%
CUTTING	1 DAY	1 HR/END OF DAY	+30%
FOLDING	3 DAYS	2 DAYS 1 DAY	+30% +40%
OUTSOURCING	REFER TO OUTSOURCER	REFER TO OUTSOURCER	
TRASHBOOK	1 DAY	1 HR/END OF DAY	\$1.25/BIND

OUTSOURCING


Thanks to 30 years of partnerships with our outsourcers, we're glad to offer you discounts on outside and complex jobs!

We can't know your specific quote until we have the details about your job, but these are some common orders and their prices.

Please grab a manager to get more information or email us at pcc.orders@ams.queensu.ca!

	3'x4' (36"x48")	2'x3' (24"x36")	1'x2' (12"x24")	
Foamcore	~ \$53.00	~ \$28.00	~ \$12.25	One to Two Weeks
Laminated	~ \$86.00	~ \$44.00	~ \$19.00	
Cutout	~ \$35.00	~ \$50.00	~ \$25.00	
	Postcard	Award		
Plaquing	~ \$10.00	~ \$30.00		
Delivery	To / From (one-way cost) \$10.00			
Artwork Fee	Cost of printing in-store not included			

STICKERS

	250	500	1000	
Round White 2"	~ \$450	~ \$500	~ \$560	One to Two Weeks
Round Transparent 2"	~ \$600	~ \$660	~ \$740	
Rectangle White 2"x4"	~ \$400	~ \$450	~ \$740	
Die-Cut	~ \$450	~ \$500	~ \$560	
Delivery	Dependent on product and turn around time			
Artwork Fee	To correct document formatting or creation \$20			

NEED HELP GETTING CREATIVE?

CHECK OUT WHAT YOU CAN DO WITH SOME OF OUR
PRODUCTION JOBS!

CAN BE TURNED INTO

BUSINESS CARDS

DISCOUNT CARDS | MAPS | RESOURCE CARDS |
NAME PLATES | LOYALTY CARDS

RAVE CARDS & NAME TAGS

THANK YOU CARDS | POST CARDS | MAPS |
MENUS | PLACE CARDS | INVITATIONS | LOYALTY
CARDS | DISCOUNT CARDS | NAME PLATES |
RESOURCE CARDS

POSTERS & BANNER STANDS

SEATING CHARTS | SPONSORSHIP POSTERS |
SIGNAGE | MAPS

BINDS | BOOKLETS

NOTEBOOKS | TRAINING MANUALS | JOURNALS |
AGENDAS/PLANNERS | ITINERARIES | CONFERENCE
GUIDES

LAMINATING

DRY ERASE BOARDS

TRASHBOOK

NOTEBOOKS | JOURNALS | PLANNERS

STICKERS

LAPTOP STICKERS | WINDOW DECALS | LABELS

ASK US ABOUT...

PERFECT BINDING

WINDOW DECALS

FILE FOLDERS

CUSTOM BINDERS

SPECIALTY BROCHURES,
CARDS, POSTERS

CARDBOARD CUTOUTS

AND MUCH MORE!



ADVERTISE WITH US

THAT'S RIGHT - WE CAN SHARE

Have you ever noticed how busy the P&CC is? You're not alone. During quiet periods, we see hundreds of students through our doors within a week, or even a day. During our peak times (which comprise about 60% of our operating period), we see thousands.

Over 70% of our business is made up of students using our walk-up computers. Imagine how many students see our desktops in a day. And guess what? 100% of customers will view our television during their visit while they wait to pick up their documents or get cashed out.

No wonder we place advertisements on our computer desktops and TVs, right?

But don't worry -- we're willing to share the spotlight with you. The P&CC offers walk-up and TV advertising at prices more reasonable than any other promotional service on campus. Take advantage of the crowds and make your event a huge success with us!

REGULAR WEEK RATES

		CLUBS	QUEEN'S AFFILIATE	CORPORATE
1 WEEK		\$ 30	\$ 40	\$ 60
2 WEEKS		\$ 60	\$ 80	\$ 120
3 WEEKS		\$ 80	\$ 120	\$ 180
1 MONTH	10% OFF	\$ 108	\$ 144	\$ 216
2 MONTHS	15% OFF	\$ 204	\$ 272	\$ 408
3 MONTHS	20% OFF	\$ 288	\$ 384	\$ 576
SEMESTER	25% OFF	\$ 360	\$ 480	\$ 720

PREMIUM WEEK RATES

		CLUBS	QUEEN'S AFFILIATE	CORPORATE
1 WEEK		\$ 40	\$ 50	\$ 70
2 WEEKS		\$ 80	\$ 100	\$ 140
3 WEEKS		\$ 90	\$ 150	\$ 210
1 MONTH	10% OFF	\$ 144	\$ 180	\$ 252
2 MONTHS	15% OFF	\$ 272	\$ 340	\$ 476
3 MONTHS	20% OFF	\$ 384	\$ 480	\$ 676
SEMESTER	25% OFF	\$ 480	\$ 600	\$ 840

SUSTAINABILITY

“There is no such thing as ‘away’. When we throw anything away it must go somewhere.”

– Annie Leonard

The P&CC team recognizes the need to transition to more sustainable practices, as individuals and businesses, to take care of our planet. We recognize that as a paper store that operates with hard materials it may seem unreasonable to aim for maximum sustainability, but that isn't stopping us from trying. Moving forward, we are hoping to make sustainability one of the primary pillars in our business decisions. To start doing this, we decided to design and assign sustainability ratings to our products to not only help us make informed choices when bringing in products for you, but to also help you pick products that reflect your values as well.

To assign sustainability ratings to our products we created a matrix with five categories – shipping distance, waste created & packaging, reusability, recyclability and resources used. The categories were all given a weighting based on their impact on the environment and each product was scored on a scale of 1–5 (5 being the most desirable score) in each category. The scores were then multiplied by the corresponding category's weight and weighted values were added together to determine the final score.

Take a look at what each category encompassed, and how we chose each score!

If you would like to see our complete matrix breakdown, we'd be happy to share! Please ask a staff to chat with a Manager or contact the Marketing & Sustainability Manager at pcc.marketing@ams.queensu.ca

CATEGORY 1: SHIPPING DISTANCE

Shipping distance had a weighting of 3 and considers the energy consumed during the shipping process. Scores correlated to the shipping distance of the product in question ranging from the product being ordered in house, to travelling 4 hours.

CATEGORY 2: WASTE CREATED & PACKAGING

Waste created had a weighting of 3, to consider the waste created by creating the product, and the packaging that it arrived in. Scores correlated to how much of the packaging was recyclable, reusable, and/or compostable. Compostable and reusable materials were preferred. Scores ranged from packaging being entirely compostable or reusable to being non-recyclable, compostable or reusable..

CATEGORY 3: REUSABILITY

Reusability had a weighting of 5, to consider how much of the product could be reused. Scores correlated to what percentage of the product was reusable in some capacity - i.e. coil binds can be disassembled and reused. The score range covered products that are entirely reusable to single-use items.

CATEGORY 4: RECYCLABILITY

Recyclability had a weighting of 4, to consider how much of the product could be recycled. Scores correlated what percentage of the product was recyclable, ranging from the whole product to none.

CATEGORY 5: RESOURCES USED

Resources used had a weight of 5, to consider how many resources the products used. Scores correlated to how much energy and materials went into producing products. The scores ranged from no resources were used - i.e. no electricity - to numerous resources used to produce the product.

CONTACT US

CALL US: (613) 533-6543

VISIT US: M-TH 8-7 F 8-5 SUN 12-4

LEARN MORE:

 pandcc.ca

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 [@pandcc](https://www.instagram.com/pandcc)

The P&CC is dedicated to
turning your creative expressions
into a tangible reality.

Let us know what more we can do for you!

ORDER INQUIRIES

pcc.orders@ams.queensu.ca
online document submission and inquiries

HEAD MANAGER

pcc@ams.queensu.ca
general inquiries | accounts | outsourcing

PURCHASING & FACILITIES MANAGER

pcc.purchasing@ams.queensu.ca
product inquiries | bulk purchasing

PRODUCTION MANAGER

pcc.production@ams.queensu.ca
production inquiries | coursepacks | bulk orders

MARKETING & SUSTAINABILITY MANAGER

pcc.marketing@ams.queensu.ca
advertisements | sponsorship & discounts |
sustainability inquiries

YEAH,
WE DO THAT