

COPIERS & OFFSET CHARGE SCHEDULE

WSDOT Printing & Distribution Services

Price List & Item Codes

Effective January 2025



**Washington State
Department of Transportation**

COPIERS & OFFSET CHARGE SCHEDULE
Effective January 2025

PRODUCT/SERVICE	Code	Size	Current Price	Unit
High Speed Copiers				
20# - 100% Recycled White	9116	8 1/2 x 11	\$0.072	ea.
8 1/2 x 11 Bond	9116C		\$7.20	Per 100
11 x 17 Bond	9118	11 x 17	\$0.121	Each
	9118C		\$12.10	Per 100

Paper other than 20# White bond will be charged separately at current market price

Saddle-stitch (25 sheet max, stock dependant)	9104	8 1/2 x 11	\$0.192	ea.
	9105	11x 17	\$0.317	ea.
In-line folding no staple - 16 sht max	9106	8 1/2 x 11	\$0.177	ea.
	9107	11 x17	\$0.284	ea.

TABS (stock only - copying charged separately)

Set of 5 - 1/5 cut Tabs - White	9119		\$0.555	Set of 5
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Electronic Document Services

File manipulation	9184		\$3.170	Per minute
Combining or renaming multiple files	9184		\$3.170	Per minute
Preparing material - removing staples, folds, etc.	9184		\$3.170	Per minute
Posting files to server or FTP Site	9121		\$3.503	Per file

Special Requests & Services

Charged by the minute	9184		\$3.170	Per minute
Per minute	9184		\$3.170	
Per hour	9185		\$190.700	
Minimum Charge	9186		\$4.500	
Special Stock/Items	9187		\$1.000	

Printing Only on carbonless paper stock

(100 Shts = 50 sets 2 Part; 33 sets 3 Part;	9115	8 1/2 x 11	\$0.085	ea.
8 1/2 x11 IMP Carbonless	9115C	8 1/2 x 11	\$8.50	per 100
Paper will be charged at current market price				

Printing on Envelopes

set-up charge	9173		\$88.357	ea.
printing per each for envelopes*	9174		\$0.100	ea.
* Does not include price of envelope stock				

All special handling will be charged at Offset's hourly rate.

Per minute	9184		\$3.170	
Per hour	9185		\$190.700	
Minimum Charge	9186		\$4.500	
Special Stock/Items	9187		\$1.000	

COLOR COPIER CHARGE SCHEDULE
Effective January 2025

PRODUCT/SERVICE	Code	Size	Current Price	Unit
8 1/2 x 11 28# Color Copy paper				
1- 1500 copies	9500	8 1/2 x 11	\$0.371	Each Sht
1501- 1999 copies	9501	8 1/2 x 11	\$0.339	Each Sht
2000-4999 copies	9502	8 1/2 x 11	\$0.260	Each Sht
5000 - 19,999	9503	8 1/2 x 11	\$0.250	Each Sht
over 20,000 copies	9504	8 1/2 x 11	\$0.234	Each Sht

8 1/2 x 14 28# White Color Copy Paper				
1- 1500 copies	N/A	8 1/2 x 14	\$0.395	Each Sht
1501- 1999 copies	N/A	8 1/2 x 14	\$0.366	Each Sht
2000 -5000 copies	N/A	8 1/2 x 14	\$0.338	Each Sht
5001-20,000 copies	N/A	8 1/2 x 14	\$0.309	Each Sht
over 20,000 copies	N/A	8 1/2 x 14	\$0.303	Each Sht

11 x 17 28# Color Copy paper				
1- 1500 copies	9520	11 x 17	\$0.735	Each Sht
1501- 1999 copies	9521	11 x 17	\$0.564	Each Sht
2000 -5000 copies	9522	11 x 17	\$0.529	Each Sht
5001-20,000 copies	9523	11 x 17	\$0.494	Each Sht
over 20,000 copies	9524	11 x 17	\$0.459	Each Sht

Black/White copies on color copier				
8 1/2 x 11 Bond	9377	8 1/2 x 11	\$0.130	Each Sht
11 x 17 Bond	9381	11 x 17	\$0.272	Each Sht

All special handling will be charged hourly rate.

Per Minute	9384		\$3.170	Each
Per Hour	9385		\$190.700	Each
Minimum Charge	9386		\$4.500	Each
Special Charge	9387		\$1.000	Each

ELECTRONIC DOCUMENT CHARGE SCHEDULE
Effective January 2025

PRODUCT/SERVICE	Code	Current Price	Unit
Preparation for scanning & reassembly			
Removing staples, folds, etc. and reassembly	9184	\$3.170	Per minute

Small Format File Scanning

Scanning up to 11x17	9128	\$0.057	Each Sheet
File manipulation	9184	\$3.170	Per minute
Combining or renaming multiple files	9184	\$3.170	Per minute
Posting Files to server or FTP site	9121	\$3.503	Per file

Large Format Scanning

B/W Scanning up to 36" x 48"	9375	\$4.200	Each sheet
<i>Scans larger than 36" x 48" will be charged additional scan time (call for estimate)</i>			

Large Format File Manipulation

File manipulation/color balancing	9384	\$3.170	Per minute
Combining or renaming multiple files	9384	\$3.170	Per minute
Preparing material - removing staples, folds, etc.	9384	\$3.170	Per minute
Posting files to server or FTP Site	9121	\$3.503	Per file

All special handling will be charged hourly rate.

Per Minute	9384	\$3.170	Each
Per Hour	9385	\$190.700	Each
Minimum Charge	9386	\$4.500	Each
Special Charges	9387	\$1.000	Each

WIDE FORMAT DOCUMENT CHARGE SCHEDULE
Effective January 2025

PRODUCT/SERVICE	Code	Size	Current Price	Unit
Black/White Wide Format - up to 36" Wide				
Paper Print	9362	22 x 34 or 24 x 36	\$6.652	Each sht
Paper Print	9365		\$1.340	Per sq/ft
Color Wide Format Prints				
Pre-flight/Set-up	9380		\$4.755	Each File
24# Premium Paper - up to 36" Wide (Light Ink Coverage)	9371		\$3.344	Per sq/ft
Photo Glossy or Matte Paper - (very high quality) up to 60" wide	9373		\$5.441	Per sq/ft
Black/White Only on Plotter 24# paper	9383		\$2.468	Per sq/ft
Black/White Only on Plotter 7 mil	9389		\$2.345	Per sq/ft
Hand folding oversized documents	9384		\$3.170	Each
All special handling will be charged hourly rate.				
Per Minute	9384		\$3.170	Each
Per Hour	9385		\$190.700	Each
Minimum Charge	9386		\$4.500	Each
Special Charges	9387		\$1.000	Each

BINDERY CHARGES

Effective January 2025

PRODUCT/SERVICE	Code	Size	Current Price	Unit
Marrying 2 stacks at stitcher	9270		\$1.172	Ea. Set
Hand collating	9204		\$0.050	Ea. Sht
Hand inserting sheets	9205		\$0.111	Ea. Sht
Saddle Stitching -In-line				
Minimum charge up to 100	9288	8 1/2 x 11	\$13.702	Minimum
8 1/2 x 11 (max 25 sheets - stock dependent)	9104	8 1/2 x 11	\$ 0.192	Each
11 x 17 (max 25 sheets - stock dependent)	9105	11 x 17	\$ 0.317	Each
In-line folding no staple - 16 sht max	9106	8 1/2 x 11	\$0.177	
In-line folding no staple - 16 sht max	9107	11 x17	\$0.284	
Wire Stitching up to 220 sheets				
1 - 3 Staples	9209		\$0.454	Each set
Stapling - 20 pg. max.	9210		\$0.099	Each Set
Padding				
Per Pad (50 - 100 shts/pad)	9211		\$0.321	Each Pad
Chipboard backing	9206		\$0.050	Each Pad
Fan Padding - Carbonless paper	9212	ALL SIZES	\$0.011	Each Sht
Drilling 3 Standard holes				
8 12 x 11 on Machine				
1 - 500 sheets	9215	8 1x2 x 11	\$6.785	Minimum
over 500 sheets	9216		\$0.022	Each sht
Folding				
8 1/2 X 11 on machine				
1 - 500 sheets	9215	8 1/2 X 11	\$6.785	Minimum
over 500 sheets	9216		\$0.022	Each sht
11 X 17/12 X 18 - on machine				
1 - 500 sheets	9217	11 X 17	\$8.738	Minimum
over 500 sheets	9218		\$0.040	Each sht
Single sheets, by hand	9219	ALL SIZES	\$0.175	Each sht
Multiple sheet sets in 1/2 by hand	9220	ALL SIZES	\$0.263	Each set
Multiple sheet sets in 1/3 by hand	9221	ALL SIZES	\$0.352	Each set

BINDERY CHARGES

Effective January 2025

PRODUCT/SERVICE	Code	Size	Current Price	Unit
Shrink wrapping				
Minimum of 100 sheets per package	9223	ALL SIZES	\$0.884	Each pkg

Laminating - Large Sizes

Price per sq/ft (6 sq. ft. minimum)

Set up charge	9236		\$11.642	One time
38" Wide - Encapsulated 10 Mil	9235		\$3.772	/sq.ft.

Laminated and mounted material must be trimmed to size after laminating -

Laminating - Pouches				
Business Card Size - 3 1/2 x 2	9637	Glossy Finish	\$0.250	
Letter Size	9620	Glossy/Matte	\$1.770	
11 x 17	9621	Glossy Finish	\$1.880	

Mount on Foamcore (1/4") -- Full sheet minimum

Set up charge	9236		\$11.642	One time
11 x 17 No Laminate	9536		\$13.370	Sheet
24x36 No Laminating	9540		\$28.620	Sheet
36x48 No Laminating	9539		\$50.968	Sheet
24x36 Matte Laminate	9542		\$46.384	Sheet
36x48 Matte Laminating	9543		\$71.644	Sheet
24x36 Glossy Laminating	9544		\$46.384	Sheet
36x48 Glossy Laminating	9545		\$69.644	Sheet

Trimming - Lamination & Foam Core

Cards up to 8 1/2 x 5 1/2	9556		\$0.449	ea.
8 1/2 x 5 1/2 to 8 /12 x 11	9554		\$0.554	ea.
Up to 11x17	9546		\$0.906	ea.
Up to 36x48	9547		\$10.560	ea.
Over 36x48	9548		\$17.421	ea.
Banners	9549		\$23.311	ea.

Book Binding

19-ring - black

BINDERY CHARGES

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PRODUCT/SERVICE	Code	Size	Current Price	Unit
5/16" (20 Shts)	9225		\$1.425	Each
3/8" (40 shts)	9226		\$1.438	Each
7/16" (60 shts)	9227		\$1.463	Each
1/2" (90 shts)	9228		\$1.625	Each
9/16" (100 shts)	9229		\$2.213	Each
5/8" (120 shts)	9230		\$2.838	Each
3/4" (150 shts)	9231		\$3.175	Each
7/8" (170 shts)	9232		\$3.225	Each
1" (200 shts)	9233		\$3.900	Each
1 1/4" (230 shts)	9247		\$4.538	Each
1 1/2" (290 shts)	9234		\$5.163	Each
1 3/4" (360 shts)	9248		\$6.079	Each
2" (420 shts)	9249		\$7.075	Each

Coil - black

6 MM (20 shts)	9272		\$1.919	Each
7 MM (30 shts)	9272		\$1.919	Each
8 MM (50 shts)	9273		\$2.209	Each
9 MM (75 shts)	9274		\$2.486	Each
10 MM (90 shts)	9275		\$2.564	Each
12 MM (105 shts)	9276		\$2.626	Each
14 MM (120 shts)	9277		\$2.890	Each
16 MM (140 shts)	9278		\$3.344	Each
18 MM (160 shts)	9279		\$4.118	Each
20 MM (180 shts)	9280		\$4.467	Each
22 MM (200 shts)	9281		\$5.469	Each
25 MM (220 shts)	9282		\$5.866	Each
28 MM (250 shts)	9283		\$9.494	Each
32MM (300 shts)	9290		\$8.472	Each

Tape - black

11" Black Narrow Strips - 3 shts - 1/2"	9239	Narrow	\$1.473	Each
11" Black Medium Strips - 1/2" - 1"	9240	Medium	\$1.672	Each

BINDERY CHARGES

Effective January 2025

PRODUCT/SERVICE	Code	Size	Current Price	Unit
11" Black Wide Strips - 1" - 1 1/2"	9241	Wide	\$1.955	Each
8 1/2" Black Narrow Strips 3 shts - 1/2"	9242	Narrow	\$1.630	Each

3-ring binder

1/2" White	9550		\$2.700	Each
1" White	9551		\$2.700	Each
1 1/2" White	9552		\$3.500	Each
2" White	9553		\$4.200	Each
3" White	9555		\$5.600	Each
4" White	9557		\$4.500	Each
Insert spine, cover & contents into notebook	9243		\$1.600	Each

Clear Plastic Covers

Plastic for Coil or 19-ring	9245	8 1/2 x 11	\$0.491	Each
Plastic for Tapebind	9295	8 1/2 x 11	\$0.575	Each

Contract Distribution Charges

Blue Manuscript Stock	9246	per set of 50	\$5.950	Ea Set
Bid Envelopes	9222		\$35.755	per set of 50
10 x 13	9435		\$0.290	Ea.
12 x 15	9436		\$0.630	Ea.
14 1/2 x 15	9437		\$0.920	Ea.

Mailing & Distribution	9224		\$4.000	Ea.
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All special handling will be charged at Bindery's hourly rate.

Per minute	9284		\$3.170	
Per hour	9285		\$190.700	
Minimum charge	9286		\$4.500	
Special charges	9287		\$1.000	