

PRICE TEMPLATE

| SERVICE | UNIT PRICE | UNIT OF MEASURE | ADDITIONAL COSTS | UNIT OF MEASURE | DESCRIPTION i.e. Project Setup | RECURRING CHARGES | UNIT OF MEASURE |
|--|------------|-----------------|------------------|-----------------|-----------------------------------|-------------------|-----------------|
| Electronic | | | | | | | |
| Burn CD of existing digital files (per CD) | | | | | | | |
| Fax Documents to Contractor per 8.5x11 page | | | | | | | |
| Email Documents to Contractor per email (no limit on attachments) | | | | | | | |
| Scan from Printed Documents to Digital Format (Large format per SF) | | | | | | | |
| Scan from Printed Documents to Digital Format 8.5x11 (per page) | | | | | | | |
| Scan from Printed Documents to Digital Format 11x17 (per page) | | | | | | | |
| Reformat Files from PDF to TFF (Full size from 8.5x11) | | | | | | | |
| Reformat Files from PDF to TFF (Small size from 8.5x11) | | | | | | | |
| Upload and Index Drawings into Document Management System Large format from PDF per file | | | | | | | |
| Upload and Index Specs into Document Management System 8.5 x 11 format from PDF per file | | | | | | | |
| Upload Color Scans of large format Drawings into Document Management System per SF | | | | | | | |
| Upload B&W Scan 8.5x11 Specs into Document Management System per page | | | | | | | |
| Alteration of Digital File Size | | | | | | | |
| Alteration of Hard Copy Size | | | | | | | |
| Plotting | | | | | | | |
| First Set of Half Size Prints from Any Size Hard Copy Original | | | | | | | |
| First Set of Half Size Prints to Colored Paper from Hard Copy Original | | | | | | | |
| Additional Sets of Half Size Prints from Any Size Hard Copy Original | | | | | | | |
| Additional Sets of Half Size Prints to Colored Paper from Hard Copy Original | | | | | | | |
| Large Format Prints from Hard Copy Original | | | | | | | |
| Large Format Prints to Colored Paper from Hard Copy | | | | | | | |
| Color Plotting per SF | | | | | | | |
| B&W Plotting per SF | | | | | | | |
| Enlarge from Any Size Hard Copy to Large Format and Print | | | | | | | |
| Full Color Plotting | | | | | | | |
| Full Color Plotting - 15 oz Banner | | | | | | | |
| Full Color Plotting - 32 oz Banner | | | | | | | |
| Full Color Plotting - Adhesive Back Vinyl | | | | | | | |
| Full Color Plotting - Canvas | | | | | | | |
| Full Color Plotting - Clear Film | | | | | | | |

| SERVICE | UNIT PRICE | UNIT OF MEASURE | ADDITIONAL COSTS | UNIT OF MEASURE | DESCRIPTION i.e. Project Setup | RECURRING CHARGES | UNIT OF MEASURE |
|--|------------|-----------------|------------------|-----------------|-----------------------------------|-------------------|-----------------|
| Full Color Plotting - Mylar | | | | | | | |
| Full Color Plotting - Photo Paper | | | | | | | |
| Full Color Plotting - Polypropylene | | | | | | | |
| Full Color Plotting - Tyvek | | | | | | | |
| Full Color Plotting - Vellum | | | | | | | |
| Full Color Plotting - Vinyl | | | | | | | |
| Full Color Plotting - Watercolor | | | | | | | |
| Red Line / Markup Color Plotting | | | | | | | |
| Reduce to 11x17 and Print from Any Size Hard Copy | | | | | | | |
| Reduce to 8.5x11 and Print from Any Size Hard Copy | | | | | | | |
| Stock | | | | | | | |
| Acetate Covers 11x17 | | | | | | | |
| Acetate Covers 8.5x11 | | | | | | | |
| Cover Stock 11x17 Color Card Stock | | | | | | | |
| Cover Stock 8.5x11 Color Card Stock | | | | | | | |
| Vinyl Backs 11x17 | | | | | | | |
| Vinyl Backs 8.5x11 | | | | | | | |
| Heavy Cover Paper 11x17 | | | | | | | |
| Heavy Cover Paper 12x18 | | | | | | | |
| Heavy Cover Paper 8.5x11 | | | | | | | |
| Premium Heavy Cover Paper 11x17 | | | | | | | |
| premium Heavy Cover paper 12x18 | | | | | | | |
| Premium Heavy Cover Paper 8.5x11 | | | | | | | |
| Premium Paper 11x17 | | | | | | | |
| Premium Paper 12x18 | | | | | | | |
| Premium Paper 8.5x11 | | | | | | | |
| 20# Color Paper | | | | | | | |
| 20# Recycled Paper | | | | | | | |
| 67# Card Stock | | | | | | | |
| Printing | | | | | | | |
| Black and White Prints 11x17 | | | | | | | |
| Black and White Prints 8.5x11 | | | | | | | |
| Black and White Prints 8.5x14 | | | | | | | |
| Color Prints 11x17 | | | | | | | |
| Color Prints 12x18 | | | | | | | |
| Color Prints 8.5x11 | | | | | | | |

| SERVICE | UNIT PRICE | UNIT OF MEASURE | ADDITIONAL COSTS | UNIT OF MEASURE | DESCRIPTION i.e. Project Setup | RECURRING CHARGES | UNIT OF MEASURE |
|---|------------|-----------------|------------------|-----------------|-----------------------------------|-------------------|-----------------|
| Scanning | | | | | | | |
| Area Color Scan | | | | | | | |
| Color Scan to File | | | | | | | |
| Color Scan 11x17 | | | | | | | |
| Color Scan 8.5x11 | | | | | | | |
| Color Scan to Transparencies 11x17 | | | | | | | |
| Color Scan to Transparencies 8.5x11 | | | | | | | |
| Line Graphics Scan | | | | | | | |
| Presentation Color Scan 2400 DPI or Better | | | | | | | |
| Red Line / Markup Color Scan | | | | | | | |
| Binding / Finishing | | | | | | | |
| 10 Mil Lamination 11x17 | | | | | | | |
| 10 Mil Lamination 8.5x11 | | | | | | | |
| 3 Mil Lamination 11x17 | | | | | | | |
| 3 Mil Lamination 8.5x11 | | | | | | | |
| 5 Mil Lamination 11x17 | | | | | | | |
| 5 Mil Lamination 8.5x11 | | | | | | | |
| Encapsulation / Lamination 10 Mil | | | | | | | |
| Encapsulation / Lamination 3 Mil | | | | | | | |
| Encapsulation / Lamination 5 Mil | | | | | | | |
| Encapsulation / Lamination Tradeshow | | | | | | | |
| Mount Print on 1/2" Black Foam Core | | | | | | | |
| Mount Print on 1/2" Illustration Board | | | | | | | |
| Mount Print on 1/2" White Foam Core | | | | | | | |
| Mount Print on 1/2" White Gator Foam | | | | | | | |
| Mount Print on 3/16" Black Foam Core | | | | | | | |
| Mount Print on 3/16" White Foam Core | | | | | | | |
| Surface Lamination 10 Mil | | | | | | | |
| Surface Lamination 3 Mil | | | | | | | |
| Surface lamination 5 Mil | | | | | | | |
| UV Lamination | | | | | | | |
| Custom Machine Trim | | | | | | | |
| Custom Paper Scoring | | | | | | | |
| Custom Paper Trimming | | | | | | | |
| Hole and Grommets in Laminated/Foam Core Material | | | | | | | |
| 3 Hole Punch | | | | | | | |

| SERVICE | UNIT PRICE | UNIT OF MEASURE | ADDITIONAL COSTS | UNIT OF MEASURE | DESCRIPTION i.e. Project Setup | RECURRING CHARGES | UNIT OF MEASURE |
|-------------------------------------|------------|-----------------|------------------|-----------------|-----------------------------------|-------------------|-----------------|
| Acco Binding | | | | | | | |
| Drilling for Chicago Screws | | | | | | | |
| Chicago Screws | | | | | | | |
| Edge Binding on Stapled Plans | | | | | | | |
| Hand Fold Documents | | | | | | | |
| Plastic Coil Binding up to 12mm | | | | | | | |
| Plastic Coil Binding up to 22mm | | | | | | | |
| Plastic Coil Binding up to 35mm | | | | | | | |
| Plastic Coil Binding over 35mm | | | | | | | |
| Screw Post Binding up to 150 sheets | | | | | | | |
| Screw Post Binding up to 1" | | | | | | | |
| Screw Post Binding up to 2" | | | | | | | |
| Screw Post Binding up to 3" | | | | | | | |
| Screw Post Binding over 3" | | | | | | | |
| Stapled Plans up to 50 sheets | | | | | | | |
| Stapled Plans Hand Stapled | | | | | | | |
| Stapled Plans Machine Stapled | | | | | | | |
| Custom Binding of Stapled Plans | | | | | | | |
| Spec Books 8.5 x 11 | | | | | | | |
| Black & White up to 250 sheets | | | | | | | |
| Black & White 251 - 1000 sheets | | | | | | | |
| Black & White 1001+ sheets | | | | | | | |
| Color 4/0 up to 250 sheets | | | | | | | |
| Color 4/0 251 - 1000 sheets | | | | | | | |
| Color 4/0 1001+ sheets | | | | | | | |
| Color 4/1 up to 250 sheets | | | | | | | |
| Color 4/1 251 - 1000 sheets | | | | | | | |
| Color 4/1 1001+ sheets | | | | | | | |
| Color 4/4 up to 250 sheets | | | | | | | |
| Color 4/4 251 - 1000 sheets | | | | | | | |
| Color 4/4 1001+ sheets | | | | | | | |
| Document Management | | | | | | | |
| Bid Management | | | | | | | |
| Document Management | | | | | | | |

Early / Prompt Payment Discounts _____ % Net _____ Days