

## Black & White Copy & Print

(20 lb paper)

Quantity	Letter 8.5" x 11"	Legal 8.5" x 14"	Ledger 11" x 17"
1 - 9	25¢	35¢	50¢
10 - 99	20¢	23¢	30¢
100 - 499	16¢	17¢	23¢
500 - 999	12¢	13¢	17¢
1000+	10¢	10¢	12¢

## Colour Copy & Print

(20 lb paper)

Quantity	Letter 8.5" x 11"	Legal 8.5" x 14"	Ledger 11" x 17"
1 - 9	70¢	\$1.10	\$2.00
10 - 99	60¢	82¢	\$1.50
100 - 499	57¢	74¢	\$1.30
500 - 999	53¢	70¢	\$1.15
1000+	50¢	67¢	\$1.00

*\* Prices are per side printed.*

**Submit a file online [print.compusave.ca](http://print.compusave.ca)**

### Basic Finishing

Machine Stapling	2¢ each
Machine Folding	3¢/page
Machine Booklet	25¢ each
Machine Punching	2¢/page
Cutting (max. 250 pg)	\$2
Additional Cuts	\$1 each

### Document Shredding

1 - 10 Boxes	\$10/box
11 - 20 Boxes	\$9/box
21 - 40 Boxes	\$8/box
41 - 60 Boxes	\$7/box
61 - 100 Boxes	\$6/box
101+ Boxes	\$5/box

### Laminating

Letter - 3 mil	\$2/each
Letter - 5 mil	\$3/each
Letter - 10 mil	\$4/each
Legal - 3 mil	\$2.50/each
Ledger - 5 mil	\$4/each

### Comb Binding

1" or less	\$6/each
+ 1"	\$7/each
Qty 20 or More	\$1 off/each

### Scanning Service

Scan & Email or Scan & Save	
Auto Document Feeder	
\$3	Up to 10 pages
\$1	Up to 10 additional pages

Media not included. Originals must feed through ADF without assistance.

Scan & Email or Scan & Save	
Manual Placing	
\$3	Up to 2 pages/images
75¢	Additional pages/images

Media not included.  
Assumes manual placing of originals.

**Acceptable Materials List** & box size details available at [shred.compusave.ca](http://shred.compusave.ca)

Rates are for projects that are print ready. Services which require manual labour may incur additional labour fees. Fees will apply to any editing, design, sorting, placing of items, cutting, etc. Additional charges will be quoted prior to the job commencing.

Specialty Paper	
20 lb Letter Colour	3¢ each
28 lb Letter White	3¢ each
32 lb Letter White	4¢ each
48 lb Letter White	5¢ each
65 lb Letter White	18¢ each
65 lb Letter Colour	18¢ each
100 lb Letter Cover	35¢ each
12" x 18" 80 lb Cover	50¢ each
Labels	\$2/sheet

Custom Stamps			
Model	Max. Lines	Dimensions	Price
1438	3	1-3/8" x 3/8" 14mm x 38mm	\$38
1850	4	1-13/16" x 9/16" 18mm x 50mm	\$45
2260	5	2-3/16" x 11/16" 22mm x 60mm	\$58
2770	6	2-1/2" x 7/8" 27mm x 70mm	\$68
3458	7	2-1/16" x 1-1/8" 34mm x 58mm	\$65
4090	9	3-5/16" x 1-3/8" 40mm x 90mm	\$78

Made In Store - While You Wait

Address Stamp, Company Logo,  
Deposit Stamp, Signature,  
Any Custom Design

Standard Design Service - Included  
Advanced Design Service - \$1/minute

Fax Service	
Local	
\$2	Includes first 2 pages
50¢	Additional pages
Long Distance	
\$3	Includes first 2 pages
75¢	Additional pages

International	
\$5	Includes first 2 pages
\$1.25	Additional pages

Originals must feed through ADF without assistance.  
Additional fees for manual placing of documents.

Receiving	
\$2 flat rate	Plus 20¢ per page

Labour Rates	
Sorting/Placing	\$1/minute
Cutting	\$1/minute
Minor Adjustments	\$1/minute
Edit/Design	To be quoted

Cheques	
Personal - 1 Part	From \$18
Personal - 2 Part	From \$26
Business	From \$160 per 250

# Office Services Price List



Fax Service



Copy & Print



Comb Binding



Shredding



Scanning



Custom Stamps

Submit files online  
[print.compusave.ca](http://print.compusave.ca)



Be in touch

Call or Text 519.863.6336  
Email [office@compusave.ca](mailto:office@compusave.ca)  
Website [op.compusave.ca](http://op.compusave.ca)