



## Publishing and Distribution Services FY26 Rate Sheet

### Publishing Services - Available 24/7 as needed

**Standard Turn-a-Round for Projects is 3-5 Business Days\*.**

\* Based on proof approval, project size and complexity.

### Expedited Service Rates

An upcharge will be applied to any Network Publishing job with a completion date as follows:

- Same day service with expected delivery by end of day. The rate will be calculated as an increase of 30% per order.

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 - 48 hour, two business days with expected delivery by end of day two. The rate will be calculated as an increase of 20% per order.

Upcharge will be imposed due to day-to-day scheduling adjustments, load balancing of workload and staffing requirements. Exclusions of upcharge include: Governors Office and Legislative print.

| <b>Mainframe printing/page (Continuous Printing - Roll to Stack)</b> | <b>FY26</b>     |
|----------------------------------------------------------------------|-----------------|
| 1-65 - 8.5" x 11"                                                    | \$4.0425/report |
| 8.5" x 11" Per Impression                                            | \$0.0420        |
| <b>RICOH 5000 CONTINUOUS FULL COLOR INKJET PRESS</b>                 |                 |
| Setup Fee - Color/Black (with bleed)                                 | \$80.85         |
| Setup Fee - 9pt Stock                                                | \$125.00        |
| <b>Minimum 4,000 pages</b>                                           |                 |
| Inkjet, 8.5" x 11" Per Impression                                    | \$0.0420        |
| Setup Fee - Perforation                                              | \$20.00         |
| Perforations on Jobs -                                               | \$0.005 / page  |

**Notice: Continuous feed print operations will be discontinued 12/31/2025.  
 Updated/Reduced Color Cut Sheet Pricing will be Active 1/1/2026**



**Current BPAD Inventoried Stocks:**  
 18" width - 20# Bond Rolls  
 18" width - 24# Bond Rolls  
 18" width - 9pt. Postcard Stock Rolls

**All stocks will be based on market pricing plus 13%**

**Specialty order roll stock(other than inventoried stocks) requires advance notice of 4-5 weeks due to paper mill manufacturing demands.**

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| <b>Network publishing Digital B&amp;W printing</b> |                     |
|----------------------------------------------------|---------------------|
| Per Impression 8.5 x 11                            | \$0.0420/impression |
| Per Impression, 11 x 17                            | \$0.0627/impression |
| Per Impression, 12 x 18                            | \$0.0627/impression |
| Per MICR Impression                                | \$0.0420/impression |
|                                                    |                     |

**Note: Impression charge does not include paper, which is billed separately based on current market costs + 13% handling charge.**

| <b>Network Publishing Digital Color printing - High Quality</b> |                     |
|-----------------------------------------------------------------|---------------------|
| 1-1499 Per Impression - Color                                   | \$0.35/impression   |
| 1-1499 Per Impression - B/W                                     | \$0.0630/impression |
| 1,500 and up Per Impression - Color                             | \$0.28/impression   |
| 1,500 and up Per Impression - B/W                               | \$0.0504/impression |
|                                                                 |                     |

**Note: Impression charge does not include paper, which is billed separately based on current market costs + 13% handling charge. Clear and White toner is billed separately.**

| <b>3D Printing - MakerBot 3D Printer</b> |                  |
|------------------------------------------|------------------|
| Material (market price plus 13%)         |                  |
| 3D Design Services                       | \$50.00 per hour |
| Production Time Charge                   | \$1.25 per hour  |
| Project Finishing Services               | \$5.00 per item  |
|                                          |                  |

| <b>Label Printing (Roll-to-Roll)</b>                     |                          |
|----------------------------------------------------------|--------------------------|
| Special order material lead time 1 to 2 weeks            |                          |
| Impression Cost per linear foot                          | \$0.0255 per linear foot |
| Contour cutting per label(roll-to-roll) includes weeding | \$0.04 per label + setup |



|                                                                                                                                                                                                                                                                                                              |                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Setup for label contour cutting/Die                                                                                                                                                                                                                                                                          | \$20.00                                                                          |
| Core Charge for large volume label jobs - Varies based on core size.                                                                                                                                                                                                                                         | Call for pricing                                                                 |
| <b>* Media available billed at cost +13%</b>                                                                                                                                                                                                                                                                 |                                                                                  |
| <b>Wide Format Color printing</b>                                                                                                                                                                                                                                                                            |                                                                                  |
| <b>Photo Quality Critical Color - Various Media Options</b>                                                                                                                                                                                                                                                  |                                                                                  |
| Roland True Vis 64" Printer (Roll Media) Eco Solvent Ink(weather resistant)                                                                                                                                                                                                                                  | \$5.46/per sq. foot                                                              |
| Inline Contour Cutting Available - Based on technical specifications                                                                                                                                                                                                                                         | Call for pricing                                                                 |
| <b>* Media available billed at cost +13%</b>                                                                                                                                                                                                                                                                 |                                                                                  |
| Mimaki Flatbed Printer - UV Inks.                                                                                                                                                                                                                                                                            | \$5.46/per sq. foot                                                              |
| <b>* Media available billed at cost +13%</b>                                                                                                                                                                                                                                                                 |                                                                                  |
| <b>Wide Format HP PageWide Color/Monochrome (content driven)</b>                                                                                                                                                                                                                                             |                                                                                  |
| Tier #1: 0 – 100 sq ft (includes 20 lb. Bond paper)                                                                                                                                                                                                                                                          | \$0.8663/sq ft                                                                   |
| Tier #2: 101 – 1,000 sq ft (includes 20 lb. Bond paper)                                                                                                                                                                                                                                                      | \$0.5429/sq ft                                                                   |
| Tier #3: 1,001 – 10,000 sq ft (includes 20 lb. Bond paper)                                                                                                                                                                                                                                                   | \$0.2888/sq ft                                                                   |
| Tier #4: 10,001 sq ft or more (includes 20 lb. Bond paper)                                                                                                                                                                                                                                                   | \$0.1063/sq ft                                                                   |
| <b>*Paper other than 20 lb. Bond is market price plus 13% per sq ft</b>                                                                                                                                                                                                                                      |                                                                                  |
| <b>Large Format On-site Installation</b>                                                                                                                                                                                                                                                                     | Available upon request.                                                          |
| Installation services require pre-inspection of location and are for basic installation of framed material, pre-printed boards, wall fabric and window cling media. Installations that require special hardware needs that will impact wall surface must have pre-approval from Facilities prior to install. | Trip Charge<br>\$35.00 minnum                                                    |
| <b>Wide Format Finishing</b>                                                                                                                                                                                                                                                                                 |                                                                                  |
| Laminate                                                                                                                                                                                                                                                                                                     | \$2.50 per square foot<br>\$10.00 set-up<br>plus additional charges<br>may apply |
| <b>* Media available billed at cost +13%</b>                                                                                                                                                                                                                                                                 |                                                                                  |
| <b>WebCRD - Print Ready Files</b>                                                                                                                                                                                                                                                                            |                                                                                  |
| WebCRD jobs that require additional preflight and assembly will be placed On Hold until customer is notified.<br>If additional preflight work is required approval from customer will be needed to proceed. Additional work will be quoted at a rate of \$50.00/hour.                                        |                                                                                  |



| <b>Preflight, Graphic Design &amp; Application Development</b>                                                                                                                                                                                                                   |                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <p><b>Preflight Fee - All jobs not submitted thru WebCRD or the Mainframe will incur this fee.</b><br/>           If additional preflight work is required approval from customer will be needed to proceed. File work/alterations will be quoted at a rate of \$50.00/hour.</p> | \$10.00<br>Every Job         |
| Alterations - Over 5 minutes will be charged \$50.00 / hour                                                                                                                                                                                                                      | \$10 / first 5 min.          |
| Hard Copy Proofing minimum \$5.00 per proof. Plus print cost.                                                                                                                                                                                                                    | \$5.00 minimum plus shipping |
| Development, design and pre-press                                                                                                                                                                                                                                                | \$50.00/hour                 |
| Variable data merge                                                                                                                                                                                                                                                              | \$36.00 each                 |
| Auto-scan pages to file                                                                                                                                                                                                                                                          | \$0.02/side                  |
| Manual Scanning up to 11" x 17" (Photo and Line Work)                                                                                                                                                                                                                            | \$3.50/side                  |
| Large Format Scanning up to 36" wide                                                                                                                                                                                                                                             | \$5.00/side                  |
| OutSource Processing Fee - Jobs that require outsourced production                                                                                                                                                                                                               | Cost of Service plus 20%     |
| <b>Mail Piece Addressing</b>                                                                                                                                                                                                                                                     |                              |
| Basic printer setup                                                                                                                                                                                                                                                              | \$21.00/job                  |
| Ink jet custom variable text onto letter size pieces, flats or envelopes, preparing for post office, if required.                                                                                                                                                                | \$0.0393 per label           |
| <b>Mail Piece Envelope Printer</b>                                                                                                                                                                                                                                               |                              |
| Basic printer setup                                                                                                                                                                                                                                                              | \$21.00/job                  |
| Ink jet custom variable text onto flats or envelopes, preparing for post office, if required.                                                                                                                                                                                    | \$0.0393 per envelope        |
| <b>Mail Piece Tab Closure</b>                                                                                                                                                                                                                                                    |                              |
| Basic setup                                                                                                                                                                                                                                                                      | \$17.00                      |
| White and opaque tabs, either one or two per mail piece                                                                                                                                                                                                                          | \$0.02/tab                   |
| <b>Other Services</b>                                                                                                                                                                                                                                                            |                              |
| Write to Thumb Drive (Removable Media per Request) Larger size media available upon request.                                                                                                                                                                                     | \$10.00/Thumb Drive(8gb)     |
| Time charge: Hand-marry inserts, job make-ready and nonstandard equipment setups (minimum 6 min. \$7.00)                                                                                                                                                                         | \$70.00/hour                 |
| <b>Bindery</b>                                                                                                                                                                                                                                                                   |                              |
| Bindery setup                                                                                                                                                                                                                                                                    | \$10.00 + 3% makeready       |



|                                                                     |                                                  |
|---------------------------------------------------------------------|--------------------------------------------------|
|                                                                     | Makeready = 3%<br>Additional Print               |
| Stitching in-line - Ricoh 9200 + 8320 printers (standard stitching) | \$0.010 / unit                                   |
| Stitching in-line - Saddle Stitch Booklet                           | 0.1628 / unit                                    |
| Stitching off-line(Pedistal Stitcher/hand stapling)                 | \$0.25 / unit                                    |
| <b>Nearline Stitching - PlockMatic 5050S Booklet Maker</b>          | \$0.1628 per item/plus<br>\$10.00 setup          |
| Fold<br>C-Fold                                                      | \$0.0106/sheet<br>+ \$10.00 + 3%<br>makeready    |
| Fold<br>Half-Fold                                                   | \$0.0106/sheet<br>+ \$10.00 + 3%<br>makeready    |
| Fold<br>Z-Fold                                                      | \$0.0106/sheet<br>+ \$10.00 + 3%<br>makeready    |
| Fold<br>Double Parrallel-Fold                                       | \$0.0106/sheet<br>+ \$10.00 + 3%<br>makeready    |
| Fold<br>Complex Fold(right angle)                                   | \$0.0106/sheet<br>+ \$20.00 + 3%<br>makeready    |
| Cut - Guillotine Cutter                                             | \$0.007/sheet<br>per cut<br>(min. charge \$5.00) |
| Cut - Booklet Trimming                                              | \$0.20/booklet<br>(min. charge \$5.00)           |
| Drill                                                               | \$0.01/sheet                                     |
| Perforate/Score MBO / SmartSlitter                                  | \$0.0119/sheet<br>+ setup                        |
| Glue Padding                                                        | \$0.6510 each                                    |
| Glue NCR Need Pricing of NCR                                        | \$0.05 per set                                   |



|                                                                                                          |                                    |
|----------------------------------------------------------------------------------------------------------|------------------------------------|
| Tape bind, Narrow - 15 min. – 125 max. sheets                                                            | \$1.1897/book<br>+ setup           |
| Tape bind, Medium - 125 min. – 250 max. sheets                                                           | \$1.3283/book<br>+ setup           |
| Tape bind, Wide - 250 – 325 max. sheets                                                                  | \$1.5593/book<br>+ setup           |
| Perfect bind & three-side trim (8.5" x 11" finished size) Specialty sizes require additional setup.      | \$1.6170/book<br>+ setup           |
| Corner Rounding (minimum charge \$10)                                                                    | \$0.0058/sheet<br>per cut          |
| Grommet Installation                                                                                     | \$1.155 per grommet                |
| String Tying & Banding - Plastic, Paper, Rubber Band, String                                             | \$0.189 per bundle<br>+ \$10 Setup |
| Roll Laminator 8.5"x11"                                                                                  | \$0.82 per sheet                   |
| Roll Laminator 11"x17"                                                                                   | \$1.64 per sheet                   |
| Coil Binding (Per Book)                                                                                  | Market Pricing<br>based on size    |
| Shrink Wrapping                                                                                          | \$1.155 / per item                 |
|                                                                                                          |                                    |
| <b>Handwork</b>                                                                                          |                                    |
| Sorting, inserting, wrapping, etc. Includes messenger service and overtime. Worked with normal priority. | \$70.00/hour                       |
| Warehouse storage - Per pallet/month                                                                     | \$18.00                            |
| Secured Storage - Per pallet/month                                                                       | \$25.00                            |
| Document Sales - Storage rate per bin/month - non-convertible                                            | \$3.00                             |
| Document Sales - Storage rate per shelf/month - non-convertible                                          | \$6.00                             |
| Document Sales - Storage rate per pallet/month - non-convertible                                         | \$18.00                            |
| Document Sales - Storage rate per bin/month - convertible                                                | \$6.00                             |
| Document Sales - Storage rate per shelf/month - convertible                                              | \$12.00                            |
| Document Sales - Storage rate per pallet/month - convertible                                             | \$36.00                            |
| <b>Return / Restocking Fee</b>                                                                           |                                    |
| Replace item directly on shelf for resale                                                                | 10% of item cost                   |
| Requires repackaging, boxing, banding, shrink wrapping or any other packing prior to resale              | 20% of item cost                   |