

Faxing

Local all pages (Sending or receiving).....	0.95
Within BC First Page.....	1.45
Additional pages.....	1.05
Canada/USA First Page	2.05
Additional Page	1.45
Overseas/International First page	3.50
Additional pages.....	3.00

Cerlox Binding

1/4" (25 sheets)	2.00
3/8" to 1" (26 -168 sheets).....	3.00
1" or larger (169 or more sheets).....	4.00
Frosted covers (each)	1.75
Clear covers (each).....	1.25
Blue or White Twill covers (each)	0.75
Additional sizes available	ask for details

Office Supplies

Manilla folders (letter and legal)	from 15¢ each and up
Hanging file folders (letter and legal)	from 59¢ each and up
Receipt/Sales books	from \$3.99 each and up
Envelopes (#10, invitation, greeting card)..	from 15¢ each and up
Brown Kraft envelopes (various sizes).....	from 25¢ each and up
Sheet protectors (letter size).....	25¢ each
Twin pocket folders	59¢ each

Many more items available - call or stop in for more details!

Other Services

Bookkeeping	\$38.00 per hour
Graphic Design	\$38.00 per hour
Labour	\$38.00 per hour
Document Destruction	\$1.50 per pound

Prices Effective January 2016 • Subject to Change

SOOKE & FAX COPY CENTRE

Sooke's Full Service Copy Centre!

1-6649 Sooke Rd, PO Box 313, Sooke, BC, Canada V9Z 1G1
Tel: 250-642-3231 Fax: 250-642-7155

www.sookecopycentre.com Email: sookecopycentre@shaw.ca



High Speed B&W and Colour Copying to 11x17

Just like the originals...same size, enlarged or reduced • Collating
Single or Double Sided • 3 Hole Punch • Stapling • Business Cards • Art Cards
Laminating • Cerlox Binding • Typing • Documents • Coloured Papers & Cardstocks
Custom Stamps & Awards • Flyers • Labels • Print From Disk, USB, or Email
Scanning up to 11x17 • Document Destruction • Special Order Office Supplies & More!

**Public Faxing Services - Send or Receive
Bookkeeping • GST • Payroll Services**

Need a Service Not Listed? Just Ask Us!

B&W Copying

<u>Size</u>	<u>Amount</u>	<u>Single sided</u>	<u>Double sided</u>
8 1/2 x 11	1 to 5	0.25	0.40
	6 to 9	0.20	0.35
	10 to 49	0.12	0.22
	50 to 99	0.11	0.20
	100 to 499	0.10	0.18
8 1/2 x 14	1 to 5	0.25	0.40
	6 to 9	0.20	0.35
	10 to 49	0.14	0.26
	50 to 99	0.13	0.24
	100 to 499	0.12	0.22
11 x 17	1 to 5	0.40	0.60
	6 to 9	0.35	0.50
	10 to 49	0.22	0.42
	50 to 99	0.20	0.38
	100 to 499	0.18	0.34
	500 to 999	0.16	0.30

Colour Copying

<u>Size</u>	<u>Amount</u>	<u>Single sided</u>	<u>Double Sided</u>
8 1/2 x 11	1 to 49	0.74	1.44
	50 to 99	0.71	1.36
	100 to 499	0.66	1.28
	500 to 999	0.59	1.16
8 1/2 x 14	1 to 49	1.09	2.08
	50 to 99	1.04	2.00
	100 to 499	0.99	1.92
	500 to 999	0.94	1.80
11 x 17	1 to 49	1.44	2.76
	50 to 99	1.36	2.64
	100 to 499	1.28	2.48
	500 to 999	1.20	2.36

**Additional labour charges may apply

Special Paper

(price per sheet)

Pastels 8 1/2 x 11	0.07
Coloured Laser 24 lb 8 1/2 x 11	0.10
Fluorescents/Neons 8 1/2 x 11	0.10
Laser 28lb Acid Free 8 1/2 x 11	0.08
Laser 32 lbs. Acid Free 8 1/2 x 11.....	0.10
Cover stock Coloured, 65 lb 8 1/2 x 11	0.20
Cover stock Matte finish 80 lb 8 1/2 x 11.....	0.20
Cover stock Glossy finish 80 lb 8 1/2 x 11.....	0.25
Cover stock Matte finish 80 lb 11 x 17.....	0.40
Cover stock Matte finish 100 lb 8 1/2 x 11.....	0.20
Super gloss photo paper 8 1/2 x 11.....	0.79
Resume paper 8 1/2 x 11.....	0.20
Label Sheet 8 1/2 x 11..... starting at \$1.25 per sheet	
Paper reams, 8 1/2 x 11, 20 lb, 500 sheets	6.29
Paper reams, 8 1/2 x 14, 20 lb, 500 sheets	10.49
Reams of coloured paper available.....ask for details	

Typing, Scanning & More!

1 st page Typing Service.....	15.00
Additional pages each	9.00
Print from Disk, USB, Email or CD plus copy cost	3.00
Emailing Files.....	3.00
Label Set Up.....	6.00
Scanning first page.....	3.00
Additional pages each	1.00
Machine Stapling.....	0.02
Machine 3 Hole Punch	0.02
Business cards (B & W or Colour).....ask for details	
Custom Rubber Stamps	ask for details
Custom Nametags	ask for details
Custom Awards, Trophies, Medals and Ribbons....ask for details	

Laminating

Letter 8 1/2 x 11.....	2.25
Legal 8 1/2 x 14	2.75
Tabloid 11 x 17.....	3.75
Additional sizes available	ask for details