

## 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

Binding combs.....	from 4.00
Binding covers (clear, frosted, twill) .....	from 1.09

## Office Supplies

- Manilla Folders
- Hanging File Folders
- File Tabs & Dividers
- Presentation Folders
- Post It Notes & Note Pads
- Receipt & Invoice Books
- Sheet Protectors
- Sharpies
- Whiteboard Markers
- Pens & Highlighters
- Tape & Elastics
- Staples & Staplers
- POS Rolls
- Acrylic Sign Holders

Many more items available - call or stop by for more info!  
Custom orders welcome!

## Other Services

Bookkeeping.....	46.00 per hour
Income Tax.....	Ask for details
Graphic Design .....	42.00 per hour
Labour.....	42.00 per hour
Document Destruction.....	1.50 per pound

Prices Effective July 2023 • 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 • Finishing (3 Hole Punch, Stapling, Machine Folding)  
Business Cards • Art Cards • Laminating • Cerlox Binding  
Coloured Papers & Cardstocks • Print From USB or Email • Labels  
Custom Stamps & Awards • Nametags • Graphic Design  
Scanning • Document Destruction • Office Supplies & More!

**Public Faxing Services - Send or Receive  
Bookkeeping • GST • Payroll Services  
Business and Personal Income Taxes**

**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	0.16	0.28
	50 to 99	0.15	0.26
	100 to 499	0.14	0.24
8 1/2 x 14	1 to 5	0.25	0.40
	6 to 9	0.20	0.35
	10 to 49	0.18	0.32
	50 to 99	0.17	0.30
	100 to 499	0.16	0.28
11 x 17	1 to 5	0.40	0.65
	6 to 9	0.35	0.55
	10 to 49	0.30	0.52
	50 to 99	0.28	0.48
	100 to 499	0.26	0.44
	500 to 999	0.24	0.40

## 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 .....	0.10
Coloured Laser 24 lb 8 1/2 x 11 .....	0.15
Fluorescents/Neons 8 1/2 x 11 .....	0.15
Laser 28lb Acid Free 8 1/2 x 11 .....	0.10
Laser 32 lbs. Acid Free 8 1/2 x 11.....	0.13
Cover Stock Coloured, 65 or 67 lb 8 1/2 x 11.....	0.30
Cover Stock Matte finish 80 lb 8 1/2 x 11 .....	0.35
Cover Stock Glossy finish 80 lb 8 1/2 x 11 .....	0.35
Cover Stock Matte finish 80 lb 11 x 17.....	0.60
Cover Stock Matte finish 100 lb 8 1/2 x 11.....	0.40
Resume Paper 8 1/2 x 11 .....	0.30
Label Sheet 8 1/2 x 11.....	from 1.60 per sheet
Paper Reams, 8 1/2 x 11, 20 lb, 500 sheets .....	9.99
Paper Reams, various sizes & weights.....	ask for details
Additional Paper Weights in 8 1/2 x 14 or 11 x 17 ...	ask for details
Business Envelopes -Individually or Boxed.....	ask for details

## Typing, Scanning & More!

1st Page Typing .....	20.00
Additional pages each .....	12.00
Print from USB or Email plus copy cost .....	3.00
Emailing Files.....	3.00
Label Set Up.....	7.00
Scanning First Page.....	3.00
Additional Pages Each .....	1.00
Machine Stapling.....	0.03
Machine 3 Hole Punch .....	0.03
Machine Folding or Saddlestitch .....	ask for details
Business cards (B & W or Colour).....	ask for details
Custom Rubber Stamps & Nametags.....	ask for details
Custom Awards, Trophies, Medals and Ribbons....	ask for details

## Laminating

Letter 8 1/2 x 11 .....	2.75
Legal 8 1/2 x 14 .....	3.50
Tabloid 11 x 17.....	4.50