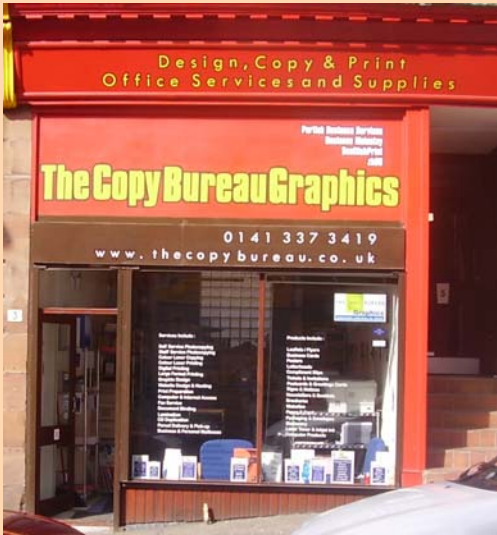


# PRICE LIST JANUARY 2010



**BLACK & WHITE  
PHOTOCOPYING AND  
DIGITAL FILE PRINTING  
- SINGLE COPIES & VOLUME  
COPYING / PRINTING.**

**FULL COLOUR  
PHOTOCOPYING AND  
DIGITAL FILE PRINTING,  
- SINGLE COPIES & VOLUME  
COPYING / PRINTING.**

**GRAPHIC DESIGN ARTWORK & TYPESETTING,  
PHOTO ENLARGEMENT & EDITING,  
SCANNING OF PHOTOS, LOGOS & ARTWORK,  
A4 COMB DOCUMENT BINDING,  
FAX SERVICE - INCOMING & OUTGOING,  
LARGE FORMAT PRINTING, LAMINATION UP TO A2,  
LEAFLETS & FLYERS, POSTERS, BUSINESS CARDS,  
TICKETS & INVITATIONS, MENUS, FORM DESIGN,  
LETTERHEADS, COMPLIMENT SLIPS,  
SIGNS & NOTICES, BOOKLETS,  
BROCHURES, NEWSLETTERS,  
FANZINES & DOCUMENTS, GREETINGS CARDS,  
ORDERS OF SERVICE, PAPER & CARD SALES,  
ENVELOPES & PACKAGING, STATIONERY  
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PARCEL PICKUP POINT,  
BUSINESS & PERSONAL MAILBOXES.****

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Partick, Glasgow G11 7UY  
Tel : 0141 337 3419  
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**E-Mail : [sales@thecopybureau.co.uk](mailto:sales@thecopybureau.co.uk) or [copybureau@aol.com](mailto:copybureau@aol.com)**

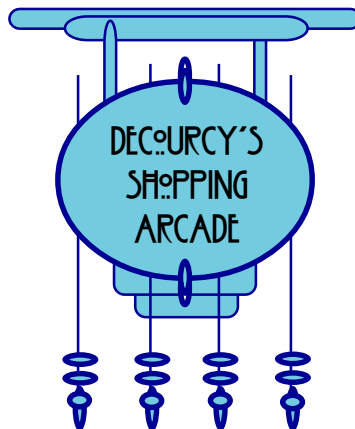
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[www.businessmainstay.com](http://www.businessmainstay.com) - Paper & Office Supplies

[www.partickbusinesscentre.com](http://www.partickbusinesscentre.com) - Courier & Mail Services

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**Our new equipment also excels in A5 booklets, A5 & A6 flyers and A3 posters.**

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- |                               |          |                 |
|-------------------------------|----------|-----------------|
| <b>Self Service A4 Copies</b> | <b>-</b> | <b>5p each</b>  |
| <b>Self Service A3 Copies</b> | <b>-</b> | <b>10p each</b> |
- Single sided only.**

# STAFF SERVICE BLACK & WHITE PHOTOCOPYING

- while you wait or leave with us.

<u>NUMBER REQUIRED</u>	<u>PRICE PER A4</u>	<u>PRICE PER A3</u>
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<b>10 OR MORE</b>	<b>14p</b>	<b>28p</b>
<b>20 OR MORE</b>	<b>13p</b>	<b>26p</b>
<b>30 OR MORE</b>	<b>12p</b>	<b>24p</b>
<b>40 OR MORE</b>	<b>11p</b>	<b>22p</b>
<b>50 OR MORE</b>	<b>10p</b>	<b>20p</b>
<b>75 OR MORE</b>	<b>9p</b>	<b>18p</b>
<b>100 OR MORE</b>	<b>8p</b>	<b>16p</b>
<b>250 OR MORE</b>	<b>7p</b>	<b>14p</b>
<b>500 OR MORE</b>	<b>6p</b>	<b>12p</b>
<b>1000 OR MORE</b>	<b>5p</b>	<b>10p</b>
<b>2500 OR MORE</b>	<b>4p</b>	<b>8p</b>
<b>5000 OR MORE</b>	<b>3p</b>	<b>6p</b>



**ALL ABOVE PRICES RELATE TO COPYING ON THICKER, BETTER QUALITY 90gm WHITE, "A-GRADE" COPIER PAPER. JOBS MAY BE LEFT WITH US TO DO AND COLLECTED LATER.**

**BOOK COPYING OR COPYING WHERE ORIGINALS CANNOT BE FED THROUGH A DOCUMENT FEEDER MAY HAVE TO BE SELF SERVICE (see above), OR WILL BE CHARGED AT THE BOOK COPYING RATE OF 15p PER A4 COPY (NOT APPLICABLE WHEN COPYING IS FROM 1 OR ONLY A FEW ORIGINALS).**

**B & W COPYING ONTO A4 ACETATE/TRANSPARENCIES - 50p**  
**B & W COPY ACETATES/TRANSPARENCIES FOR SALE - 43p**

**DOUBLE-SIDED COUNTS AS 2 COPIES.**

**CHARGES FOR NON-STANDARD PAPER PLEASE SEE PAGE 9.**

**CHARGES FOR FINISHING PLEASE SEE PAGE 9.**

**Document copying, both single and double sided, with collation free of charge as standard. Stapling, is available, either top left or a double staple down the left hand side.**

# BLACK & WHITE DIGITAL LASER PRINTING / FILE PRINTING

- while you wait or leave with us.

**BRING US YOUR P.C. FILES ON A CD, ON A USB STICK OR ALTERNATIVELY EMAIL THEM TO US AND WE CAN GIVE YOU QUALITY BLACK & WHITE PRINT OUTS FROM OUR DIGITAL PRINTERS. MOST P.C. FILE TYPES / PROGRAMMES ACCEPTABLE.**

**ANY CHANGES REQUIRED TO THE FILE ARE CHARGEABLE AT £20.00 PER HOUR. ALL BLACK & WHITE PRINT OUTS ON 90gm WHITE PAPER UNLESS OTHERWISE REQUESTED.**

**SET-UP/DISK HANDLING/VIRUS CHECK  
- £1.00 ... PLUS**

## **TOTAL NUMBER OF PRINT OUTS REQUIRED**

**PRICE  
PER A4**      **PRICE  
PER A3**

<b>1 OR MORE</b>	<b>25p</b>	<b>50p</b>
<b>10 OR MORE</b>	<b>20p</b>	<b>40p</b>
<b>25 OR MORE</b>	<b>15p</b>	<b>30p</b>
<b>50 OR MORE</b>	<b>10p</b>	<b>20p</b>
<b>75 OR MORE</b>	<b>9p</b>	<b>18p</b>
<b>100 OR MORE</b>	<b>8p</b>	<b>16p</b>
<b>250 OR MORE</b>	<b>7p</b>	<b>14p</b>
<b>500 OR MORE</b>	<b>6p</b>	<b>12p</b>
<b>1000 OR MORE</b>	<b>5p</b>	<b>10p</b>
<b>2500 OR MORE</b>	<b>4p</b>	<b>8p</b>
<b>5000 OR MORE</b>	<b>3p</b>	<b>6p</b>



**PRINT OUTS ONTO B & W LASER ACETATE AVAILABLE      - £1.75 EACH**

**LASER ACETATES FOR SALE      - £1.25 EACH**

# FULL COLOUR DIGITAL LASER PRINTING / FILE PRINTING

- while you wait or leave with us.

**BRING US YOUR P.C. FILES ON A CD, ON A USB STICK OR ALTERNATIVELY EMAIL THEM TO US AND WE CAN GIVE YOU QUALITY FULL COLOUR PRINT OUTS FROM OUR COLOUR DIGITAL PRINTERS.**

**MOST P.C. FILE TYPES / PROGRAMMES ACCEPTABLE.  
ANY CHANGES REQUIRED TO THE FILE ARE CHARGEABLE  
AT £20.00 PER HOUR. ALL COLOUR PRINT OUTS ON 90gm  
WHITE PAPER UNLESS OTHERWISE REQUESTED.**

**SET-UP/DISK HANDLING/VIRUS CHECK  
- £1.00 ... PLUS**

## **TOTAL NUMBER OF PRINT OUTS REQUIRED**

**PRICE    PRICE  
PER A4   PER A3**

<b>1 OR MORE</b>	<b>50p</b>	<b>£1.00</b>
<b>25 OR MORE</b>	<b>45p</b>	<b>90p</b>
<b>50 OR MORE</b>	<b>40p</b>	<b>80p</b>
<b>100 OR MORE</b>	<b>35p</b>	<b>70p</b>
<b>250 OR MORE</b>	<b>30p</b>	<b>60p</b>
<b>500 OR MORE</b>	<b>25p</b>	<b>50p</b>
<b>1000 OR MORE</b>	<b>20p</b>	<b>40p</b>
<b>2500 OR MORE</b>	<b>15p</b>	<b>30p</b>



**PRINT OUTS ONTO COLOUR LASER**

**ACETATE AVAILABLE    - £2.25 EACH**

**INKJET OR LASER ACETATES FOR SALE**

**- £1.25 EACH**

## BLACK & WHITE LASER PHOTOCOPYING

- Canon CLC1150 - while you wait or leave with us.

Laser Copying from hard copies (Paper, photos, etc) only

- for Black & White or Colour Printing from your computer file please refer to our Digital Printing Price Lists (pages 6 & 7).

<u>NUMBER REQUIRED</u>	<u>PRICE PER A4</u>	<u>PRICE PER A3</u>
I OR MORE	35p	70p
10 OR MORE	30p	60p
50 OR MORE	25p	50p
100 OR MORE	20p	40p



DISCOUNTED PRICES ONLY APPLY IF COPIES ARE FROM A SINGLE OR A FEW ORIGINALS.

BLACK & WHITE LASER COPIES ONTO A4 TRANSPARENCIES - £1.75 EACH  
ALL LASER COPIES MADE ONTO 100gm GLOSSY PAPER .

## FULL COLOUR LASER PHOTOCOPYING

- Canon CLC1150 - while you wait or leave with us.

Laser Copying from hard copies (Paper, photos, etc) only

- for Black & White or Colour Printing from your computer file please refer to our Digital Printing Price Lists (pages 6 & 7).

<u>NUMBER REQUIRED</u>	<u>PRICE PER A4</u>	<u>PRICE PER A3</u>
I OR MORE	70p	£1.40
10 OR MORE	60p	£1.20
50 OR MORE	50p	£1.00
100 OR MORE	40p	80p

DISCOUNTED PRICES ONLY APPLY IF COPIES ARE FROM A SINGLE OR A FEW ORIGINALS.

COLOUR COPYING ONTO A4 TRANSPARENCIES - £2.25 EACH.  
ALL LASER COPIES MADE ONTO 100gm GLOSSY PAPER .

## NON STANDARD PAPER / CARD PER SHEET

- while you wait or leave with us.

**OUR STANDARD COPIER PAPER IS 90gm WHITE, "A GRADE" QUALITY COPY PAPER (NAVIGATOR).**

**WHEN USING OUR PAPER / CARD DURING A RUN OF DIGITAL PRINTING / PHOTOCOPYING THE FOLLOWING ADDITIONAL CHARGES WILL BE MADE FOR NON-STANDARD PAPER / CARD. CUSTOMER SUPPLIED PAPER MAY NOT BE SUITABLE, PLEASE CHECK WITH US.**

	<u>PER A4 SHEET</u>	<u>PER A3 SHEET</u>
COLOURED 80gm	3p per sheet	6p per sheet
WHITE 100gm - GLOSSY	5p per sheet	10p per sheet
LAI D 100gm - WHITE/CREAM	8p per sheet	N/A
WHITE 120gm - MATT	5p per sheet	N/A
160gm WHITE/COL' CARD	10p per sheet	N/A
220gm WHITE CARD	15p per sheet	N/A
250gm WHITE CARD	20p per sheet	N/A
280gm WHITE CARD	25p per sheet	N/A
300gm WHITE CARD	30p per sheet	N/A

## FINISHING AND OTHER COPYING / PRINTING RELATED SERVICES

- while you wait or leave with us.

COPIES ONTO A4 ACETATES (B&W)	- 50p EACH.
COPIER STAPLING (SINGLE STAPLE)	- 2p PER SET STAPLED.
COPIER STAPLING (DOUBLE STAPLE)	- 3p PER SET STAPLED.
HAND STAPLING	- 10p PER SET STAPLED.
MACHINE STAPLING & FOLDING - BOOKLETS	- 25p PER BOOKLET STAPLED & FOLDED.
MACHINE FOLDING - BOOKLETS OR A4 BROCHURES	- 15p PER BOOKLET FOLDED ONLY.
TRIMMING	- 25p PER ITEM.
GUILLOTINING	- 50p PER 100 SHEETS CUT.
HOLE PUNCHING	- 5p PER PUNCH.
COLLATION BY HAND	- P.O.A.

## SCANNING, EDITING & PHOTO RETOUCHING

- while you wait or leave with us.

SCANNING INTO OUR COMPUTERS OF PHOTOGRAPHS, ARTWORK, DRAWINGS, LOGO'S, etc. THESE IMAGES ARE THEN RETURNED TO YOU BY EMAIL, ON A USB STICK OR IF NECESSARY ON A C.D., FOR USE ON YOUR OWN COMPUTER.

### SCANNING OF IMAGE INTO COMPUTER - £3

(PRICE £3 INCLUDES RETURN TO CUSTOMER BY EMAIL ATTACHMENT OR ONTO A USB STICK)

---

#### OTHER POSSIBLE REQUIREMENTS

- BURN ONTO A CD - ADD £1
- STANDARD PRINT OUT (BLACK & WHITE DIGITAL - Page 6) - ADD 25p
- STANDARD PRINT OUT (COLOUR DIGITAL - Page 7) - ADD 50p

(NON -STANDARD PRINT OUTS - SEE PAGE 16  
- QUANTITY DISCOUNTS AVAILABLE)

#### NEAR PHOTOGRAPHIC QUALITY PRINT OUTS

- (1440 DPI PRINT OUTS ONTO PHOTO INKJET GLOSS CARD)
- BLACK & WHITE OR COLOUR - ADD £1.75

---

#### RETOUCHING OF SCANS

- REMOVAL OF SCRATCHES, RED EYE, CHANGING OF BACKGROUND, CROPPING, IMPROVING OF CLARITY, RETOUCHING OF SCAN, etc.  
(THIS SERVICES IS AVAILABLE ON A 24-HOUR BASIS.

- ADD £20.00 PER HOUR

(1 HOUR USUALLY SUFFICIENT)



## FAX SERVICE - OUTGOING & INCOMING

- while you wait or leave with us.

### OUTGOING FAXES

<b>WITHIN THE U.K.</b>	-	<b>75p</b>	<b>PER PAGE</b>
<b>REPUBLIC OF IRELAND</b>	-	<b>£1.25</b>	<b>PER PAGE</b>
<b>EUROPE, USA &amp; CANADA</b>	-	<b>£1.75</b>	<b>PER PAGE</b>
<b>REST OF THE WORLD</b>	-	<b>£2.25</b>	<b>PER PAGE</b>

**COPY BUREAU COVER SHEET - ADD 25p**

**WHEN FAXING PLEASE ENSURE YOU BRING THE CORRECT FAX NUMBER WITH YOU - INCLUDING THE CORRECT COUNTRY DIALING CODE.**

### INCOMING FAXES

- **25p PER PAGE**



## CD DUPLICATION

- while you wait or leave with us.

**DUPLICATE YOUR DATA OR MUSIC FILES  
(COPYRIGHT FREE DISKS OR DISKS WHERE  
YOU OWN THE COPYRIGHT ONLY)**

<b>PRICE PER DISK</b>	-	<b>£1.50</b>
<b>10 OR MORE</b>	-	<b>£1.25</b>
<b>50 OR MORE</b>	-	<b>£1.00</b>

**(INCLUDES PAPER / PLASTIC DISK SLEEVE)**

**CD JEWEL CASES - ADD 30p each**

## E-MAIL SERVICE - OUTGOING & INCOMING

- while you wait or leave with us.

### OUTGOING E-MAILS

**- £1.50 PER E-MAIL.**

**- 10 LINES OF TEXT OR LESS**

**MORE THAN 10 LINES, PLEASE BRING FILE ON A DISK, CD OR USB STICK.**

**OUTGOING E-MAILS WITH ATTACHED FILE(S)  
ADD £1 PER ATTACHED FILE.**



---

### INCOMING E-MAILS

**- £1.25 PER E-MAIL.**

**INCLUDES B&W PRINT OUT**

**INCOMING MESSAGES WITH ATTACHED FILE(S) ADD £1  
PER ATTACHED FILE PRINT OUTS OF ATTACHED FILES EXTRA.**

## **NEW SERVICES • NEW SERVICES**

### **DHL SERVICEPOINT**

**- DHL PARCEL COURIER  
PICK UP AND DELIVERY SERVICE**

**MAIL, PARCELS & PACKAGES  
TO GO - UK & INTERNATIONAL**

**DROP OFF YOUR ITEM TO BE SENT OUT.  
WE'LL PROVIDE THE BUBBLE WRAP AND  
THE BOX (1 SIZE ENVELOPE & 5 BOX SIZES AVAILABLE).  
THE QUICK, EASY & SECURE WAY TO SEND PARCELS ANYWHERE  
IN THE WORLD. WE'LL ENSURE THEY ARE SENT WITH  
DELIVERY BY DHL COURIERS.**

**SIMPLE & STANDARDISED PRICES.**

**PS - THE WEIGHT DOESN'T MATTER - "if it fits in the box, it goes"**

**PPS - PLEASE ENSURE YOU BRING A CONTACT PHONE NUMBER OR  
EMAIL ADDRESS FOR BOTH THE SENDER AND THE RECIPIENT.**

**Conditions Apply - Further details at - [www.dhlservicepoint.co.uk](http://www.dhlservicepoint.co.uk)**



## BROADBAND INTERNET ACCESS, COMPUTER ACCESS

- access anytime (open Mon - Fri 9.30am - 6.00pm, and Sat 10.30am - 5.30pm)

USE OF OUR COMPUTERS, PRINTERS & SCANNERS.ACCESS TO THE INTERNET & ACCESS YOUR OWN E-MAIL ACCOUNT.

### **90p PER HALF HOUR / £1.80 PER HOUR.**

- **Minimum charge 90p**

**THEREAFTER** - 90p per half hour

**FULL DAY ACCESS** - £15.00 PER DAY

(Opening hours above)

- **NO NEED TO BOOK**

**PRINT OUTS EXTRA** - 25p PER PRINT (B&W)

- 50p PER PRINT (COLOUR)

(QUANTITY DISCOUNTS AVAILABLE - SEE PAGES 6 & 7.)

**DOWNLOADS PERMITTED** - please bring your own USB stick.

PLEASE NOTE THIS SERVICE IS NOT INTERNET TUITION.THE CUSTOMER WILL BE SIGNED IN, THEREAFTER UP TO 2 MINUTES WORTH OF ASSISTANCE ONLY WILL BE GIVEN (WHERE STAFF ARE AVAILABLE). ACCESSING PORNOGRAPHIC OR OTHER OFFENSIVE WEBSITES, IS NOT PERMITTED. CONDITIONS APPLY.

## NEW SERVICES • NEW SERVICES

### **PARCELS & PACKAGES COMING TO YOU**



HAVE YOUR PARCELS DELIVERED TO US, THEN PICK THEM UP AT YOUR OWN CONVENIENCE

- OPEN 9.30am - 6.00pm MON TO FRI. 10.30 - 5.30pm SAT.

- THIS CAN SAVE YOU FROM WAITING IN ALL DAY FOR DELIVERIES.

- PRICE PER PARCEL/PACKAGE - £2.50

### **PARTICK BUSINESS CENTRE MAILBOXES**

#### **- YOUR OWN SUITE NUMBER**

OPEN A MAILBOX AND HAVE ALL YOUR MAIL, PACKAGES AND PARCELS DELIVERED TO US.

- BUSINESS OR PERSONAL

- SET UP IN MINUTES, NO FORMS OR PROOF OF IDENTITY NEEDED.

- MAIL & SMALL PACKAGES - £5 per month.

- LARGE PARCELS - an additional £2.50 per parcel.

- COLLECT ANYTIME - NEW EXTENDED OPENING HOURS

Monday - Friday - 9.30am - 6.00pm. Saturday 10.30am - 5.30pm.

## DOCUMENT BINDING (A4)

- PRICES INCLUDE BINDING COMB, 2 THICK PVC COVERS, CARD BACKING
- while you wait or leave with us.

<u>SIZE OF DOCUMENT</u>	<u>PRICE PER DOCUMENT BOUND</u>
UP TO 10 PAGES	- £2.00
10 PAGES OR MORE	- £2.50
50 PAGES OR MORE	- £3.00
100 PAGES OR MORE	- £4.00
200 PAGES OR MORE	- £5.00
300 PAGES OR MORE	- £6.00
THICK PVC COVERS	- 50p EACH or £12.49 PER PK OF 100
PLASTIC COMBS	- <u>FROM</u> 50p EACH or £8.00 PER PACK OF 100

## PAPER / CARD SALES PER REAM

- pick up from shop or have delivered.

THE FOLLOWING PRICES ONLY APPLY TO SALES OF FULL REAMS OF PAPER/ CARD ONLY AND DO NOT APPLY TO THE PRICING OF OUR COPYING JOBS.

OUR PAPER IS ALL TOP QUALITY "A GRADE"

- BEWARE OF CHEAPER OR POOR QUALITY ALTERNATIVES.

Note; A ream = 500 sheets. Some paper & card packed 200 / 250 sheets per pack.

	<u>PER A4 REAM</u>	<u>PER A3 REAM</u>
WHITE 80gm - Navigator	£3.99	£9.99
WHITE 90gm - Navigator	£4.99	N/A
COLOURED 80gm	£8.99	N/A
WHITE 100gm GLOSSY	£15.50	£19.99
LAI - WHITE / CREAM	£21.00	N/A
WHITE 100gm MATT	£4.99 per pack	N/A
WHITE 120gm MATT	£5.99 per pack	N/A
160gm CARD	£9.99 per pack	N/A
200gm CARD	£14.99 per pack	N/A
220gm CARD	£19.99 per pack	N/A
250gm CARD	£24.99 per pack	N/A
280gm CARD	£29.99 per pack	N/A
300gm CARD	£34.99 per pack	N/A



## LAMINATING

- while you wait or leave with us.

LAMINATING OR ENCAPSULATION PUTS A PLASTIC PROTECTIVE COATING AROUND ANY B&W PRINT/COPY, COLOUR PRINT/COPY OR INKJET / LASER PRINTOUT. IDEAL FOR SIGNS, NOTICES, MENUS, CLUB CARDS OR JUST A COPY OF YOUR FAVOURITE PHOTOGRAPH. WE ONLY USE HIGH QUALITY, THICK, 250micron LAMINATING POUCHES.

<u>NUMBER REQUIRED</u>	<u>PRICE PER A5</u>	<u>PRICE PER A4</u>	<u>PRICE PER A3</u>	<u>PRICE PER A2</u>
1 OR MORE	75p	£1.25	£1.75	£5.00
25 OR MORE	70p	£1.15	£1.60	£4.75
50 OR MORE	65p	£1.05	£1.45	£4.50
100 OR MORE	60p	95p	£1.30	£4.25

<u>BUSINESS CARD / I.D. CARD SIZES</u>	-	45p EACH
50 OR MORE	-	40p EACH
100 OR MORE	-	35p EACH

TRIMMING 25p PER ITEM.

## OFFICE ASSISTANT - C.V.'s, TYPING, DATA INPUT, etc

- ready in 3 working days, or less.

**NEEDING A HAND ? - GIVE US A PHONE OR EMAIL US. WE'RE HERE TO HELP.**

C.V.'S CREATED OR MODIFIED TO ORDER. ALSO TYPING OF LETTERS OR OTHER SHORT TYPING JOBS.

PLEASE NOTE WE ARE NOT ABLE TO ACCEPT LONG TYPING JOBS E.G. THESIS OR ESSAYS.

**ALL JOBS TAKEN ON A 72 HOUR RETURN BASIS**  
- PRICE £20 PER HOUR - ADDITIONAL CHARGES FOR PROOF COPY AND FINAL DIGITAL PRINT.



## **FILE PRINTING - FULL COLOUR INKJET PRINTS ON THICK PHOTOGRAPHIC INKJET CARD**

- while you wait or leave with us.

**PRICES FOR INKJET PRINTING ONTO PHOTO PAPER DIFFER FROM THE USUAL COLOUR LASER PRINTING BECAUSE OF THE HIGH COST OF THE PAPER & INK.**

### **SET-UP CHARGE £1.00 PLUS**

**A6 SIZE - 6" X 4"**

**- NORMAL PHOTO SIZE PRINT - 75p EACH**

**A4 SIZE - 11" X 8" - £1.75 EACH**

**PRINTS AVAILABLE FROM USB STICK, EMAIL ACCOUNTS OR MOST DIGITAL CAMERA CARDS.**

## **A3 & A2 SIZE POSTERS**

- ready in 1 working day or less.

**PRICES BASED ON BLACK & WHITE COPYING AND FULL COLOUR LASER COPYING ON ONE OF OUR FULL COLOUR LASER OR DIGITAL PRINTERS.**

**TYPESETTING / ARTWORK £20.00 PER HOUR. SCANS £3 EACH.**

**ONE-OFF CHARGE(S) FOR THE FIRST ORDER ONLY.**

### **A3 SIZE POSTERS**

**FOR PRICES ON A3 SIZED POSTERS PLEASE REFER TO :**

**BLACK & WHITE DIGITAL PRINTING - A3 SIZE - PAGE 6**

**FULL COLOUR DIGITAL PRINTING - A3 SIZE - PAGE 7**

### **A2 SIZE POSTERS**

**A2 SIZE FULL COLOUR POSTERS ON 160gm CARD from - £12.50**

**A2 SIZE FULL COLOUR POSTERS ON 160gm CARD**

**- SOLID COLOUR OR PHOTOGRAPHIC BACKGROUND - £15.00**

**BUSINESS CARDS, MEMBERSHIP CARDS,  
APPOINTMENT CARDS, TICKETS, INVITATIONS, etc.  
UP TO A7 IN SIZE (4.1" x 2.9" approx.). 300gm Card.  
- ready in 2 working days, or less, from completion of design.**

**ALL CARDS COMPUTER DESIGNED AND GENERATED, CARDS ARE THEN FULL COLOUR DIGITALLY PRINTED ON WHITE 300gm CARD & TRIMMED TO SIZE.**

**BUSINESS CARDS CAN USUALLY BE READY WITHIN 1-2 WORKING DAY(S).**

**USUAL BUSINESS CARD SIZE - 55mm x 88mm. OTHER SIZES AVAILABLE.**

**DESIGN / TYPESETTING / ARTWORK - £20.00 PER HOUR.**

**SCANS £3 EACH. ONE-OFF CHARGES FOR THE FIRST ORDER ONLY. PLUS**

<b><u>NUMBER REQUIRED</u></b>	<b><u>BLACK &amp; WHITE OR COLOUR PRINT SINGLE SIDED</u></b>	<b><u>BLACK &amp; WHITE OR COLOUR PRINT DOUBLE SIDED</u></b>
<b>50 (MIN')</b>	<b>£15.50</b>	<b>£25.00</b>
<b>100</b>	<b>£21.00</b>	<b>£33.00</b>
<b>150</b>	<b>£26.50</b>	<b>£39.00</b>
<b>200</b>	<b>£32.00</b>	<b>£47.00</b>
<b>250</b>	<b>£37.50</b>	<b>£55.00</b>
<b>300</b>	<b>£43.00</b>	<b>£68.00</b>
<b>400</b>	<b>£54.00</b>	<b>£82.00</b>
<b>500</b>	<b>£64.00</b>	<b>£95.00</b>
<b>600</b>	<b>£72.00</b>	<b>£105.00</b>
<b>700</b>	<b>£79.00</b>	<b>£114.00</b>
<b>800</b>	<b>£86.00</b>	<b>£123.00</b>
<b>900</b>	<b>£93.00</b>	<b>£131.00</b>
<b>1000</b>	<b>£99.00</b>	<b>£139.00</b>



**QUOTATION BOX**

**TYPESETTING / DESIGN -**

**+ CARDS -**

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**TOTAL PAYABLE -**

# LETTERHEADS

- ready in 1 working day, or less, from completion of design.

DESIGN / TYPESETTING / ARTWORK - £20 PER HOUR. SCANS £3 EACH. ONE-OFF CHARGES FOR THE FIRST ORDER ONLY.

## BLACK PRINT - DIGITALLY PRINTED

<u>NUMBER REQUIRED</u>		<u>ON 90gm WHITE PAPER</u>	<u>ON 120gm WHITE PAPER</u>	<u>ON 100gm LAID PAPER</u>
50	-	£4.00	£6.00	£7.20
100	-	£6.40	£10.40	£12.80
200	-	£12.80	£20.80	£25.60
300	-	£16.80	£28.80	£36.00
400	-	£22.40	£38.40	£48.00
500	-	£24.00	£44.00	£56.00
750	-	£36.00	£66.00	£84.00
1000	-	£40.00	£72.00	£104.00
2500	-	£80.00	£180.00	£240.00
5000	-	£120.00	£320.00	£440.00



## FULL COLOUR PRINT - DIGITALLY PRINTED

<u>NUMBER REQUIRED</u>		<u>ON 90gm WHITE PAPER</u>	<u>ON 120gm WHITE PAPER</u>	<u>ON 100gm LAID PAPER</u>
50	-	£16.00	£18.00	£19.20
100	-	£28.00	£32.00	£34.40
200	-	£56.00	£64.00	£68.80
300	-	£72.00	£84.00	£91.20
400	-	£96.00	£112.00	£121.60
500	-	£100.00	£120.00	£132.00
750	-	£150.00	£180.00	£198.00
1000	-	£160.00	£200.00	£224.00
2500	-	£300.00	£400.00	£460.00
5000	-	£600.00	£800.00	£920.00

THESE MONO & COLOUR PRINT LETTERHEADS ARE PRINTED DIRECTLY FROM OUR COMPUTER ON OUR DIGITAL PRINTERS. THEY REPRESENT A 20% DISCOUNT ON OUR STANDARD DIGITAL PRINTING PRICES. THIS IS POSSIBLE BECAUSE OF THE SMALLER AMOUNT OF TONER USED.

## COMPLIMENT SLIPS, GIFT VOUCHERS, OR OTHER 1/3rd A4 SLIPS / LEAFLETS

- ready in 1 working day, or less, from completion of design.

**DESIGN / TYPESETTING / ARTWORK - £20 PER HOUR.**

**SCANS £3 EACH.**

**ONE-OFF CHARGES FOR THE FIRST ORDER ONLY.**

### BLACK PRINT - DIGITALLY PRINTED

<u>NUMBER REQUIRED</u>		<u>ON 90gm WHITE PAPER</u>	<u>ON 120gm WHITE PAPER</u>	<u>ON 100gm LAID PAPER</u>	<u>ON 160gm WH'/COL' CARD</u>
50	-	£4.00	£6.00	£7.75	£9.50
100	-	£6.00	£8.75	£10.50	£12.50
200	-	£8.50	£11.50	£14.00	£17.00
300	-	£11.00	£16.00	£21.00	£24.00
400	-	£14.50	£21.00	£27.00	£30.00
500	-	£18.00	£26.00	£31.00	£35.00
750	-	£25.00	£37.00	£45.00	£51.00
1000	-	£33.00	£44.00	£55.00	£66.00
2500	-	£70.00	£99.00	£125.00	£140.00
5000	-	£130.00	£189.00	£239.00	£285.00

### FULL COLOUR PRINT - DIGITALLY PRINTED

<u>NUMBER REQUIRED</u>		<u>ON 90gm WHITE PAPER</u>	<u>ON 120gm WHITE PAPER</u>	<u>ON 100gm LAID PAPER</u>	<u>ON 160gm WH'/COL' CARD</u>
50	-	£10.00	£12.00	£14.00	£16.00
100	-	£17.00	£19.00	£22.00	£25.00
200	-	£28.50	£32.00	£36.00	£40.00
300	-	£38.00	£45.00	£50.00	£55.00
400	-	£50.00	£56.00	£62.00	£66.00
500	-	£62.00	£68.00	£75.00	£82.00
750	-	£82.50	£92.00	£101.00	£109.00
1000	-	£108.00	£119.00	£129.00	£139.00
2500	-	£230.00	£265.00	£289.00	£309.00
5000	-	£369.00	£429.00	£479.00	£519.00

THESE COLOUR PRINTED COMP' SLIPS ARE PRINTED DIRECTLY FROM OUR COMPUTER USING OUR DIGITAL PRINTERS.

# TICKETS, INVITATIONS, POSTCARDS, CHANGE OF ADDRESS CARDS, etc.

- UP TO A6 IN SIZE (5.9" x 4.1" approx.). 280gm Card.

- ready in 2 working days, or less, from completion of design.

ALL CARDS COMPUTER DESIGNED AND GENERATED, THEN DIGITALLY PRINTED ON THICKER WHITE 280gm CARD & TRIMMED.

TICKETS, etc, CAN USUALLY BE READY WITHIN 2 DAYS.

DESIGN / TYPESETTING / ARTWORK - £20.00 PER HOUR.

SCANS £3 EACH. ONE-OFF CHARGES FOR THE FIRST ORDER ONLY.

## PLUS

<u>NUMBERED REQUIRED</u>	<u>BLACK PRINT SINGLE SIDED</u>	<u>BLACK PRINT DOUBLE SIDED</u>	<u>FULL COLOUR SINGLE SIDED</u>	<u>FULL COLOUR DOUBLE SIDED</u>
50 (MIN')	£11.00	£16.00	£19.00	£26.00
75	£13.00	£19.00	£22.50	£32.00
100	£15.00	£22.00	£26.00	£36.00
125	£17.00	£24.50	£29.50	£41.50
150	£19.00	£27.00	£33.00	£47.00
175	£21.00	£30.00	£36.00	£52.00
200	£23.00	£33.00	£39.00	£57.00
250	£27.00	£37.00	£45.00	£73.00
300	£31.00	£41.00	£51.00	£88.00
350	£34.00	£45.00	£58.00	£97.00
400	£38.00	£49.00	£64.00	£106.00
450	£41.00	£55.00	£70.00	£115.00
500	£45.00	£61.00	£78.00	£122.00
600	£53.00	£68.00	£88.00	£137.00
700	£61.00	£75.00	£98.00	£148.00
800	£69.00	£82.00	£106.00	£161.00
900	£76.00	£90.00	£112.00	£179.00
1000	£82.00	£99.00	£119.00	£199.00

Coming Soon -

[www.scottishprint.com](http://www.scottishprint.com)

## CHRISTMAS & OTHER FOLDED CARDS. 220gm Card.

- ready in 2 working days, or less, from completion of design.

THESE CARDS WILL BE DIGITALLY PRINTED & FOLDED.  
 DESIGN / TYPESETTING/ARTWORK - £20 PER HOUR. SCANS £3 EACH.  
 ONE-OFF CHARGES FOR THE FIRST ORDER ONLY PLUS

### A5 SIZE CARDS FOLDED TO A6 SIZE “POSTCARD SIZE” ON 220gm CARD

<u>NUMBER REQUIRED</u>	<u>BLACK PRINT WHITE 220gm CARD</u>	<u>FULL COLOUR WHITE 220gm CARD</u>
50 (MIN')	£18.00	£30.00
75	£25.00	£42.00
100	£35.00	£54.00
150	£50.00	£69.00
200	£59.00	£89.00
300	£73.00	£105.00
400	£87.00	£125.00
500	£99.00	£150.00



### A4 SIZE CARDS FOLDED TO A5 SIZE “BOOKLET SIZE” ON 220gm CARD

<u>NUMBER REQUIRED</u>	<u>BLACK PRINT WHITE 220gm CARD</u>	<u>FULL COLOUR WHITE 220gm CARD</u>
50 (MIN')	£25.00	£41.00
75	£35.00	£57.50
100	£45.00	£72.00
150	£60.00	£93.00
200	£75.00	£114.00
300	£100.00	£140.00
400	£125.00	£172.00
500	£150.00	£199.00

THESE PRICES INCLUDE BLACK TEXT ON THE INSIDE.  
 COLOUR INSIDE PLEASE ADD 20%.  
 CARDS SUPPLIED FOLDED.

## LEAFLETS / FLYERS - A5 SIZE BLACK & WHITE DIGITAL PRINTING

- ready in 1 working days, or less, from completion of design.

**DESIGN / TYPESETTING / ARTWORK - £20.00 PER HOUR. SCANS £3 EACH.  
ONE-OFF CHARGES FOR THE FIRST ORDER ONLY.**

**THE PRICES SET OUT BELOW INCLUDE A SMALL CHARGE FOR  
GUILLOTINING. THE CREATION OF A MASTER COPY FROM CUSTOMER  
SUPPLIED ARTWORK MAY INCUR A SMALL CHARGE.**

### SINGLE-SIDED A5 LEAFLETS - BLACK PRINT

<u>NUMBER REQUIRED</u>	<u>ON 90gm WHITE PAPER</u>	<u>ON 80gm COLOURED PAPER</u>	<u>ON 120gm WHITE PAPER</u>	<u>ON 160gm WH'/COL' CARD</u>
100 (MINIMUM)	£6.00	£7.50	£9.00	£11.00
200	£10.00	£13.00	£16.00	£20.00
300	£15.00	£19.00	£22.00	£30.00
400	£19.00	£25.00	£29.00	£39.00
500	£23.00	£30.00	£37.00	£48.00
750	£31.00	£42.00	£53.00	£68.00
1000	£38.00	£53.00	£63.00	£87.00
1500	£56.00	£75.00	£89.00	£126.00
2000	£64.00	£96.00	£116.00	£149.00
3000	£93.00	£138.00	£168.00	£219.00
5000	£129.00	£199.00	£255.00	£299.00

### DOUBLE-SIDED A5 LEAFLETS - BLACK PRINT

<u>NUMBER REQUIRED</u>	<u>ON 90gm WHITE PAPER</u>	<u>ON 80gm COLOURED PAPER</u>	<u>ON 120gm WHITE PAPER</u>	<u>ON 160gm WH'/COL' CARD</u>
100 (MINIMUM)	£10.00	£12.00	£14.00	£17.00
200	£18.00	£21.00	£23.00	£28.00
300	£24.00	£29.00	£31.00	£42.00
400	£30.00	£36.00	£40.00	£55.00
500	£35.00	£43.00	£48.00	£74.00
750	£49.00	£59.00	£68.00	£84.00
1000	£59.00	£74.00	£84.00	£99.00
1500	£82.00	£105.00	£119.00	£144.00
2000	£109.00	£149.00	£165.00	£195.00
3000	£149.00	£189.00	£224.00	£279.00
5000	£199.00	£269.00	£309.00	£399.00

## LEAFLETS / FLYERS - A5 SIZE FULL COLOUR DIGITAL PRINTING

- ready in 1 working day, or less, from completion of design.

THESE LEAFLETS ARE DESIGNED ON OUR COMPUTERS AND THEN PRINTED ON OUR FULL COLOUR DIGITAL PRINTER. IF YOU WANT TO BRING IN YOUR OWN DESIGN PLEASE BRING A PDF, JPG OR TIFF IN ON A USB STICK OR EMAIL IT TO US.

DESIGN / TYPESETTING / ARTWORK £20.00 PER HOUR. SCANS £3 EACH.  
ONE-OFF CHARGES FOR THE FIRST ORDER ONLY.

### SINGLE-SIDED A5 LEAFLETS - FULL COLOUR

<u>NUMBER REQUIRED</u>	<u>ON 90gm WHITE PAPER</u>	<u>ON 80gm COLOURED PAPER</u>	<u>ON 120gm MATT PAPER</u>	<u>ON 160gm WHITE CARD</u>
50 (MIN')	£12.00	£13.00	£15.00	£18.00
100	£21.00	£23.00	£25.00	£28.00
150	£29.00	£32.00	£34.00	£38.00
200	£37.00	£40.00	£43.00	£47.00
300	£55.00	£60.00	£64.00	£70.00
400	£68.00	£74.00	£80.00	£88.00
500	£85.00	£93.00	£98.00	£110.00
750	£109.00	£119.00	£129.00	£145.00
1000	£135.00	£149.00	£162.00	£189.00
1500	£185.00	£199.00	£219.00	£244.00
2000	£215.00	£239.00	£265.00	£299.00

### DOUBLE-SIDED A5 LEAFLETS - FULL COLOUR

<u>NUMBER REQUIRED</u>	<u>ON 90gm WHITE PAPER</u>	<u>ON 80gm COLOURED PAPER</u>	<u>ON 120gm MATT PAPER</u>	<u>ON 160gm WHITE CARD</u>
50 (MIN')	£20.00	£21.50	£23.00	£25.00
100	£35.00	£37.00	£39.00	£42.00
150	£49.00	£53.00	£56.00	£58.00
200	£62.00	£65.00	£69.00	£72.00
300	£92.00	£96.00	£99.00	£105.00
400	£120.00	£126.00	£132.00	£138.00
500	£140.00	£147.00	£155.00	£165.00
750	£179.00	£192.00	£199.00	£209.00
1000	£209.00	£225.00	£239.00	£259.00
1500	£299.00	£319.00	£335.00	£359.00
2000	£389.00	£419.00	£439.00	£479.00

## LEAFLETS / FLYERS - A6 SIZE, SINGLE SIDED BLACK & WHITE DIGITAL PRINTING

- ready in 2 working days, or less, from completion of design.

<b><u>NUMBER A6 LEAFLETS REQUIRED</u></b>	<b><u>ON 90gm WHITE PAPER</u></b>	<b><u>ON 80gm COLOURED PAPER</u></b>	<b><u>ON 120gm WHITE PAPER</u></b>	<b><u>ON 160gm WH'/COL' CARD</u></b>
100 (MINIMUM)	£4.75	£5.50	£6.00	£7.25
200	£7.00	£8.75	£9.50	£12.00
300	£10.00	£12.25	£13.75	£17.50
400	£13.00	£16.00	£18.00	£23.00
500	£16.00	£19.00	£22.00	£28.00
750	£22.50	£28.00	£32.00	£41.00
1000	£27.50	£35.00	£40.00	£52.00
1500	£41.25	£52.50	£60.00	£76.00
2000	£50.00	£65.00	£75.00	£97.00
2500	£62.50	£79.00	£89.00	£119.00
3000	£75.00	£96.00	£109.00	£147.00
5000	£109.00	£149.00	£169.00	£219.00
10000	£189.00	£269.00	£319.00	£399.00

## LEAFLETS / FLYERS - A6 SIZE, DOUBLE SIDED BLACK & WHITE DIGITAL PRINTING

- ready in 2 working days, or less, from completion of design.

<b><u>NUMBER A6 LEAFLETS REQUIRED</u></b>	<b><u>ON 90gm WHITE PAPER</u></b>	<b><u>ON 80gm COLOURED PAPER</u></b>	<b><u>ON 120gm WHITE PAPER</u></b>	<b><u>ON 160gm WH'/COL' CARD</u></b>
100 (MINIMUM)	£6.00	£6.75	£7.25	£8.50
200	£11.00	£12.50	£13.50	£16.00
300	£15.00	£17.25	£18.75	£22.50
400	£19.00	£22.00	£24.00	£29.00
500	£22.00	£26.00	£29.00	£35.00
750	£31.50	£37.25	£41.00	£49.00
1000	£40.00	£47.50	£52.00	£65.00
1500	£56.00	£67.00	£75.00	£93.00
2000	£70.00	£85.00	£95.00	£119.00
2500	£87.00	£106.00	£118.00	£114.00
3000	£97.00	£119.00	£135.00	£179.00
5000	£149.00	£187.00	£199.00	£259.00
10000	£249.00	£299.00	£369.00	£475.00

## LEAFLETS / FLYERS - A6 SIZE, SINGLE SIDED FULL COLOUR DIGITAL PRINTING

- ready in 2 working days, or less, from completion of design.

<b><u>NUMBER</u></b> <b><u>A6 LEAFLETS</u></b> <b><u>REQUIRED</u></b>	<b><u>ON 90gm</u></b> <b><u>WHITE</u></b> <b><u>PAPER</u></b>	<b><u>ON 80gm</u></b> <b><u>COLOURED</u></b> <b><u>PAPER</u></b>	<b><u>ON 120gm</u></b> <b><u>WHITE</u></b> <b><u>PAPER</u></b>	<b><u>ON 160gm</u></b> <b><u>WH'/COL'</u></b> <b><u>CARD</u></b>
100 (MINIMUM)	£13.00	£14.00	£15.00	£17.00
200	£21.00	£23.00	£24.00	£27.00
300	£31.50	£34.00	£36.00	£39.00
400	£37.00	£41.00	£42.00	£47.00
500	£47.00	£51.00	£53.00	£65.00
750	£69.00	£75.00	£79.00	£87.00
1000	£85.00	£93.00	£98.00	£109.00
1500	£115.00	£125.00	£133.00	£149.00
2000	£139.00	£152.00	£164.00	£185.00
2500	£167.00	£179.00	£189.00	£215.00
3000	£195.00	£209.00	£219.00	£249.00
5000	£259.00	£279.00	£315.00	£359.00

## LEAFLETS / FLYERS - A6 SIZE, DOUBLE SIDED FULL COLOUR DIGITAL PRINTING

- ready in 2 working days, or less, from completion of design.

<b><u>NUMBER</u></b> <b><u>A6 LEAFLETS</u></b> <b><u>REQUIRED</u></b>	<b><u>ON 90gm</u></b> <b><u>WHITE</u></b> <b><u>PAPER</u></b>	<b><u>ON 80gm</u></b> <b><u>COLOURED</u></b> <b><u>PAPER</u></b>	<b><u>ON 120gm</u></b> <b><u>WHITE</u></b> <b><u>PAPER</u></b>	<b><u>ON 160gm</u></b> <b><u>WH'/COL'</u></b> <b><u>CARD</u></b>
100 (MINIMUM)	£22.00	£23.00	£24.00	£26.00
200	£36.00	£38.00	£39.00	£42.00
300	£54.00	£57.00	£59.00	£62.00
400	£68.00	£71.00	£73.00	£78.00
500	£78.00	£82.00	£85.00	£91.00
750	£115.00	£122.00	£126.00	£135.00
1000	£135.00	£142.00	£149.00	£159.00
1500	£185.00	£196.00	£199.00	£219.00
2000	£215.00	£229.00	£239.00	£259.00
2500	£249.00	£263.00	£279.00	£299.00
3000	£285.00	£299.00	£319.00	£349.00
5000	£379.00	£399.00	£429.00	£489.00

## A4 DOUBLE SIDED BROCHURES - BLACK & WHITE

- ready in 1 working day, or less, from completion of design.

This price list can be used to determine the price of any A4 sized brochure on various grades of paper and up to 160gm card. These prices do not include any folding required - that is currently an added extra.

This price list can also be used as a ready-reckoner for any double sided A4 Black & White Digital Printing.

### NUMBER

### OF A4

### BLACK & WHITE

<u>DOUBLE SIDED</u> <u>BROCHURES</u> <u>REQUIRED</u>	<u>ON 90gm</u> <u>WHITE</u> <u>PAPER</u>	<u>ON 80gm</u> <u>COLOURED</u> <u>PAPER</u>	<u>ON 120gm</u> <u>WHITE</u> <u>PAPER</u>	<u>ON 160gm</u> <u>WH'/COL'</u> <u>CARD</u>
25	£5.00	£5.75	£6.25	£7.50
50	£8.00	£9.50	£10.50	£13.00
75	£12.00	£14.25	£15.75	£19.50
100	£16.00	£19.00	£21.00	£26.00
150	£21.00	£25.50	£28.50	£36.00
200	£28.00	£34.00	£38.00	£48.00
250	£30.00	£37.50	£42.50	£55.00
300	£36.00	£45.00	£51.00	£66.00
350	£42.00	£52.50	£59.50	£77.00
400	£48.00	£60.00	£68.00	£88.00
500	£50.00	£65.00	£75.00	£100.00
600	£60.00	£78.00	£90.00	£120.00
700	£70.00	£91.00	£105.00	£140.00
800	£80.00	£104.00	£120.00	£160.00
900	£90.00	£117.00	£135.00	£180.00
1000	£100.00	£130.00	£150.00	£200.00
1250	£100.00	£137.50	£162.50	£225.00
1500	£120.00	£165.00	£195.00	£270.00
1750	£140.00	£192.50	£227.50	£315.00
2500	£150.00	£225.00	£275.00	£400.00
3000	£180.00	£270.00	£330.00	£480.00
4000	£240.00	£360.00	£440.00	£640.00
5000	£300.00	£450.00	£550.00	£800.00
7500	£450.00	£675.00	£825.00	£1200.00
10000	£600.00	£900.00	£1100.00	£1600.00

## A4 DOUBLE SIDED BROCHURES - FULL COLOUR

- ready in 1 working day, or less, from completion of design.

This price list can be used to determine the price of any A4 sized brochure on various grades of paper and up to 160gm card. These prices do not include any folding required - that is currently an added extra

This price list can also be used as a ready-reckoner for any double sided A4 Full Colour Digital Printing.



### NUMBER

### OF A4

### FULL COLOUR

<u>DOUBLE SIDED</u> <u>BROCHURES</u> <u>REQUIRED</u>	<u>ON 90gm</u> <u>WHITE</u> <u>PAPER</u>	<u>ON 80gm</u> <u>COLOURED</u> <u>PAPER</u>	<u>ON 120gm</u> <u>WHITE</u> <u>PAPER</u>	<u>ON 160gm</u> <u>WH'/COL'</u> <u>CARD</u>
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25	£20.00	£20.75	£21.25	£22.50
50	£35.00	£36.50	£37.50	£40.00
75	£52.50	£54.75	£56.25	£60.00
100	£70.00	£73.00	£75.00	£80.00
150	£90.00	£94.50	£97.50	£105.00
200	£120.00	£126.00	£130.00	£140.00
250	£125.00	£132.50	£137.50	£150.00
300	£150.00	£159.00	£165.00	£180.00
350	£175.00	£185.50	£192.50	£210.00
400	£200.00	£212.00	£220.00	£240.00
500	£200.00	£215.00	£225.00	£250.00
600	£240.00	£258.00	£270.00	£300.00
700	£280.00	£301.00	£315.00	£350.00
800	£320.00	£344.00	£360.00	£400.00
900	£360.00	£387.00	£405.00	£450.00
1000	£375.00	£405.00	£425.00	£475.00
1250	£375.00	£412.50	£437.50	£500.00
1500	£450.00	£495.00	£525.00	£600.00
1750	£525.00	£577.50	£612.50	£700.00
2000	£600.00	£660.00	£700.00	£800.00
2500	£750.00	£825.00	£875.00	£1000.00
3000	£900.00	£990.00	£1050.00	£1200.00
4000	£1200.00	£1320.00	£1400.00	£1600.00
5000	£1500.00	£1650.00	£1750.00	£2000.00

## A5 BOOKLETS - BLACK & WHITE

- ready in 2 working days, or less, from completion of design.

**A4 FOLDED TO A5 PAGE-SIZE BOOKLETS DIGITALLY PRINTED ON 90gm PAPER. WHITE 90gm PAPER COVERS PRINTED INSIDE AND OUTSIDE. PRICE INCLUDES STAPLING & FOLDING. BOOKLETS UP TO 48 PAGES CAN BE PRODUCED. PLEASE EMAIL FOR A QUOTE.**

### **NUMBER OF A4 FOLDED TO A5 BOOKLETS REQUIRED**

<b><u>8 A5 PAGES</u></b>	<b><u>12 A5 PAGES</u></b>	<b><u>16 A5 PAGES</u></b>	<b><u>20 A5 PAGES</u></b>	
10	£8.50	£8.50	£9.70	£10.50
20	£12.20	£14.60	£17.80	£21.00
30	£17.10	£21.90	£26.70	£28.50
40	£22.80	£29.20	£32.40	£38.00
50	£28.50	£33.50	£40.50	£42.50
60	£34.20	£40.20	£48.60	£51.00
70	£37.10	£46.90	£51.10	£59.50
80	£42.40	£53.60	£58.40	£68.00
90	£47.70	£54.90	£65.70	£76.50
100	£53.00	£61.00	£73.00	£75.00
125	£61.25	£76.25	£81.25	£93.75
150	£73.50	£91.50	£97.50	£112.50
175	£85.75	£96.25	£113.75	£131.25
200	£98.00	£110.00	£130.00	£150.00
250	£112.50	£137.50	£162.50	£162.50
300	£135.00	£165.00	£195.00	£195.00
350	£157.50	£192.50	£199.50	£227.50
400	£180.00	£220.00	£228.00	£260.00
500	£225.00	£245.00	£285.00	£275.00
600	£270.00	£294.00	£342.00	£330.00
700	£287.00	£343.00	£343.00	£385.00
800	£328.00	£392.00	£392.00	£440.00
900	£369.00	£387.00	£441.00	£495.00
1000	£410.00	£430.00	£490.00	£550.00
1250	£462.50	£537.50	£612.50	£687.50
1500	£555.00	£645.00	£735.00	£825.00

**80gm COLOURED PAPER COVERS**

**120gm THICKER WHITE PAPER COVERS**

**160gm WHITE / COLOURED CARD COVERS**

- ADD 3p PER BOOKLET.
- ADD 5p PER BOOKLET.
- ADD 10p PER BOOKLET.

## A5 BOOKLETS - B&W WITH FULL COLOUR COVER

- ready in 2 working days, or less, from completion of design.

**A4 FOLDED TO A5 PAGE-SIZE BOOKLETS DIGITALLY PRINTED ON 90gm PAPER. B&W PRINTING WITH FULL COLOUR PRINTING ON WHITE 90gm PAPER COVERS. PRICE INCLUDES STAPLING & FOLDING. BOOKLETS UP TO 48 PAGES CAN BE PRODUCED, PLEASE EMAIL FOR QUOTE.**

### **NUMBER OF A4 FOLDED TO A5 BOOKLETS REQUIRED**

<b><u>TO A5 BOOKLETS REQUIRED</u></b>	<b><u>8 A5 PAGES</u></b>	<b><u>12 A5 PAGES</u></b>	<b><u>16 A5 PAGES</u></b>	<b><u>20 A5 PAGES</u></b>
10	£16.50	£18.50	£18.50	£19.70
20	£29.00	£30.20	£32.60	£35.80
30	£37.50	£41.10	£45.90	£50.70
40	£49.20	£54.80	£61.20	£64.40
50	£55.50	£63.50	£68.50	£75.50
60	£66.60	£76.20	£82.20	£90.60
70	£77.70	£86.10	£95.90	£100.10
80	£88.80	£98.40	£109.60	£114.40
90	£99.90	£111.00	£117.90	£128.70
100	£111.00	£123.00	£131.00	£143.00
125	£123.75	£136.25	£151.75	£156.25
150	£148.50	£163.50	£181.50	£187.50
175	£173.50	£190.75	£201.25	£218.75
200	£198.00	£218.00	£230.00	£250.00

80gm COLOURED PAPER COVERS	-	ADD 3p PER BOOKLET.
120gm THICKER WHITE PAPER COVERS	-	ADD 5p PER BOOKLET.
160gm WHITE / COLOURED CARD COVERS	-	ADD 10p PER BOOKLET.

## ORDERS OF SERVICE

- ready in 1 working day, or less, from completion of design.

THESE CAN BE PRODUCED AT SHORT NOTICE, EITHER IN BLACK AND WHITE OR IN FULL COLOUR OR A MIXTURE OF BOTH.

THE PRICE IS DEPENDANT ON THE NUMBER OF PAGES IN THE BOOKLET / ORDER OF SERVICE. PLEASE SEE PRECEEDING PRICE LISTS FOR BROCHURES & BOOKLETS.

QUOTES CAN BE GIVEN BEFORE JOB COMMENCES.

WE WILL ENDEAVOUR TO PRODUCE THESE AS QUICKLY AS POSSIBLE (OFTEN ONLY 1 WORKING DAY IS NEEDED).

PLEASE BRING ALONG, OR EMAIL, A BRIEF OUTLINE OF HOW YOU WANT THE ORDER OF SERVICE TO LOOK AS WELL AS ANY PHOTOS TO BE INCLUDED. IF YOU ARE DESIGNING THESE YOURSELF (ANY PC FORMAT IS ACCEPTABLE) THEN PLEASE EMAIL OR BRING ALONG ON A CD OR USB STICK.

## A5 BOOKLETS - FULL COLOUR

- ready in 2 working days, or less, from completion of design.

**A4 FOLDED TO A5 PAGE-SIZE BOOKLETS DIGITALLY PRINTED  
ON 90gm PAPER THROUGHOUT.**

**PRICE INCLUDES STAPLING & FOLDING.**

**BOOKLETS UP TO 48 PAGES CAN BE PRODUCED. PLEASE EMAIL FOR A QUOTE.**

### **NUMBER OF A4 FOLDED**

<b><u>TO A5 BOOKLETS REQUIRED</u></b>	<b><u>8 A5 PAGES</u></b>	<b><u>12 A5 PAGES</u></b>	<b><u>16 A5 PAGES</u></b>	<b><u>20 A5 PAGES</u></b>
10	£20.50	£26.50	£34.50	£37.50
20	£37.00	£47.00	£61.00	£75.00
30	£49.50	£70.50	£91.50	£97.50
40	£66.00	£94.00	£106.00	£130.00
50	£82.50	£102.50	£132.50	£137.50
60	£99.00	£123.00	£159.00	£165.00
70	£101.50	£143.50	£157.50	£192.50
80	£116.00	£164.00	£180.00	£220.00
90	£130.50	£157.50	£202.50	£247.50
100	£145.00	£175.00	£225.00	£225.00
125	£156.25	£218.75	£231.25	£281.25
150	£187.50	£262.50	£277.50	£337.50
175	£218.75	£253.75	£323.75	£393.75
200	£250.00	£290.00	£370.00	£405.00
250	£262.50	£362.50	£462.50	£437.50
300	£315.00	£435.00	£555.00	£525.00
350	£367.50	£507.50	£507.50	£612.50
400	£420.00	£580.00	£580.00	£700.00
500	£525.00	£575.00	£725.00	£875.00
600	£630.00	£690.00	£870.00	£1050.00
700	£595.00	£805.00	£1015.00	£1225.00
800	£680.00	£920.00	£1160.00	£1400.00
900	£765.00	£1035.00	£1305.00	£1575.00
1000	£850.00	£1150.00	£1450.00	£1750.00
1250	£1062.50	£1437.50	£1812.50	£2187.50
1500	£1275.00	£1725.00	£2175.00	£2625.00

**80gm COLOURED PAPER COVERS**

**120gm THICKER WHITE PAPER COVERS**

**160gm WHITE / COLOURED CARD COVERS**

- **ADD 3p PER BOOKLET.**
- **ADD 5p PER BOOKLET.**
- **ADD 10p PER BOOKLET.**

# HOW TO ORDER

## SHOP

VISIT OUR SHOP IN EXETER DRIVE WHERE WE CAN TAKE YOUR ORDER AND HAVE IT READY AS SOON AS POSSIBLE, USUALLY WITHIN A FEW DAYS, POSSIBLY WITHIN A FEW HOURS.  
(SEE BACK COVER FOR LOCATION MAPS & DIRECTIONS).

## E-MAIL

E-MAIL US YOUR INSTRUCTIONS, FORWARDING ANY ORIGINAL ARTWORK AS AN ATTACHMENT AND E-MAIL IT TO :

*sales@thecopybureau.co.uk or copybureau@aol.com*

WE WILL E-MAIL YOU BACK CONFIRMING RECEIPT AND OUTLINING COMPLETION DATE/TIME AND PAYMENT TERMS.

## MAIL

POST US ANY ORIGINALS AND / OR ARTWORK ON A P.C. DISK ENCLOSING A LETTER WITH THE DETAILED INSTRUCTIONS FOR YOUR ORDER. PLEASE REMEMBER TO INCLUDE YOUR DAYTIME PHONE NUMBER. WE WILL PHONE YOU TO CONFIRM RECEIPT OF THE ORDER AND GIVE YOU DETAILS ON COMPLETION DATE / TIME AND PAYMENT TERMS.

OUR ADDRESS IS :

*THE COPY BUREAU GRAPHICS, 3 EXETER DRIVE, THORNWOOD,  
PARTICK, GLASGOW G11 7UY.*

## PHONE

IF YOU ARE AN EXISTING CUSTOMER AND WE HAVE RETAINED YOUR ARTWORK / ORIGINALS YOU CAN SIMPLY GIVE US A PHONE TO ASK FOR A REPEAT ORDER.

OUR PHONE NUMBER IS *0141 337 3419.*

## FAX

FAX US A WITH A NOTE OF YOUR REQUIREMENTS AND A ROUGH COPY OF ANY ARTWORK ALONG WITH YOUR INSTRUCTIONS AND A RETURN PHONE / FAX NUMBER. WE WILL CALL YOU BACK ON RECEIPT TO DISCUSS YOUR REQUIREMENTS AND OUTLINE COMPLETION DATE / TIME AND PAYMENT TERMS.

OUR FAX NUMBERS IS *0141 334 2111.*

IN ALL CASES A PROOF COPY OF ANY ARTWORK WILL BE AVAILABLE BEFORE WE PROCEED WITH THE ORDER.  
SHOULD YOU WANT TO SEE A PROOF COPY, PLEASE ASK.

DELIVERY AVAILABLE WITHIN GLASGOW AREA - EXTRA £4.25  
or THROUGHOUT THE UK WITH AN EXTRA CHARGE OF £8.50.

FREE UK-WIDE DELIVERY ON ORDERS OVER £40.00

# LOCATION

## DIRECTIONS & MAP

**- PARKING AVAILABLE ON DUMBARTON ROAD (9.00am - 4.30pm) OR IN THE RESIDENTIAL AREA ON AND AROUND EXETER DRIVE.**

**We are now located in Exeter Drive, just 20 yards up the hill from Dumbarton Road (between the junction with Crow Road and the Whiteinch roundabout). Nearest train / subway / bus station is Partick.**

