

PRICE LIST

OFFICE SUPPLIES

28lb Paper (per 25 page bundle)	\$2
Tape (refill)	\$3
Pens	\$1
Envelope	\$.25
Coffee Cup	\$.5
K Cup	\$1
Coffee Service	\$12
<u>Batteries</u>	
AA/AAA	\$1
C/D	\$2
<u>Copies</u>	
B/W	\$.1
Color	\$.5

ADMINISTRATIVE SERVICES

LiquidSpace Scheduling	\$2.5
General Admin* (per 10 minutes)	\$5
Binding (per binding job)	\$5 + Admin
Catering	Cost + Admin

MAINTENANCE

Various Maintenance	\$50/hour
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SHIPPING SERVICES

USPS/UPS/FedEx**	Cost + Admin
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*ADDITIONAL FEES MAY OCCUR FOR RUSH REQUESTS.

**AN ADMIN FEE WILL BE APPLIED TO QUOTES.