

# Administrative Services Pricing

Effective October 1, 2016

## COPY CENTER

Qty.	8.5"x11" 20# Paper				8.5"x11" 24# Paper			
	B&W	2-sided	Color	2-sided	B&W	2-sided	Color	2-sided
<b>1-100</b>	\$ 0.10	\$ 0.20	\$ 0.42	\$ 0.83	\$ 0.10	\$ 0.20	\$ 0.62	\$ 1.23
<b>101-500</b>	\$ 0.09	\$ 0.18	\$ 0.32	\$ 0.63	\$ 0.09	\$ 0.18	\$ 0.52	\$ 1.03
<b>500+</b>	\$ 0.08	\$ 0.16	\$ 0.27	\$ 0.53	\$ 0.08	\$ 0.16	\$ 0.47	\$ 0.93

Qty.	8.5"x14" 24# Paper			
	B&W	2-sided	Color	2-sided
<b>1-50</b>	\$ 0.17	\$ 0.34	\$ 0.62	\$ 1.23
<b>51-100</b>	\$ 0.17	\$ 0.34	\$ 0.57	\$ 1.13
<b>101-250</b>	\$ 0.09	\$ 0.18	\$ 0.52	\$ 1.03
<b>251-500</b>	\$ 0.09	\$ 0.18	\$ 0.52	\$ 1.03
<b>501+</b>	\$ 0.08	\$ 0.16	\$ 0.47	\$ 0.93

Qty.	11"x17" 24# Paper				11"x17" 67# Paper			
	B&W	2-sided	Color	2-sided	B&W	2-sided	Color	2-sided
<b>1-50</b>	\$ 0.17	\$ 0.34	\$ 0.67	\$ 1.34	\$ 0.34	\$ 0.68	\$ 1.08	\$ 2.16
<b>51-100</b>	\$ 0.17	\$ 0.34	\$ 0.59	\$ 1.18	\$ 0.34	\$ 0.68	\$ 0.95	\$ 1.64
<b>101-250</b>	\$ 0.15	\$ 0.30	\$ 0.57	\$ 1.02	\$ 0.31	\$ 0.61	\$ 0.82	\$ 1.64
<b>251-500</b>	\$ 0.15	\$ 0.30	\$ 0.57	\$ 0.86	\$ 0.29	\$ 0.58	\$ 0.82	\$ 1.38
<b>501+</b>	\$ 0.14	\$ 0.27	\$ 0.43	\$ 0.74	\$ 0.27	\$ 0.54	\$ 0.69	\$ 1.18

### Additional Finishing Charges\*:

Stapling	\$ 0.10 ea.
Folding	\$ 0.10 ea.
Collating	\$10.00/hour

\* Other charges may apply.

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## Other Administrative Services

### SCANNING

#### Documents

Up to 8.5" x 11"	= \$0.50
Up to 8.5" x 14"	= \$1.00
Up to 11" x 17"	= \$1.50

#### Photos

Up to 4.25" x 5.5"	= \$1.00
Up to 8.5" x 5.5"	= \$1.50
Up to 8.5" x 11"	= \$2.00
Up to 8.5" x 14"	= \$2.50
Up to 11" x 17"	= \$3.00

*NOTE: We care about being copyright compliant so we prefer you only ask us to scan items you have a right to copy and may ask you questions accordingly. If you have a letter of authorization from the legal owner, please provide it when you order.*

### FAXING

#### Pricing

Local per page	= \$1
Long distance per page	= \$2
International 1st page	= \$6; add'l pages \$4 each
Incoming per page	= \$1

### SHREDDING

#### Pricing

1/2 bin	= \$3
Full bin	= \$6

### FILING & ORGANIZING

Base prices of \$15/hour may be higher depending on the extent of the client project.

### BOOKKEEPING - QuickBooks

Base prices of \$25/hour may be higher depending on the extent of the client project.

### COMPUTER TRAINING

Training is offered in basic Email programs, using Google Search, Microsoft Word, Excel, and PowerPoint and some Social Media Marketing applications. Other programs such as graphics editors and advanced technical programs may be charged differently.

\$35/hour per person up to 4 people  
 \$25/hour for classes of 6 to 12 people

Custom programs are priced at \$45/person with  
 a maximum limit of 3 people per class.

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Other administrative services may be provided upon request so please feel free to discuss any business service needs with our staff.

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