



STAMPER'S Mail & Copy Center
227 Bowen-Thompson Student Union
(419) 372-9633
FAX: (419) 372-1609



E-mail address: stampers@bgnet.bgsu.edu
Website: www.bgsu.edu/stampers

Stamper's Mail & Copy Center provides both black and white and color copying services, document scan to disk, lamination, bindery services, fax service (including international), stamps, money orders, and a variety of additional mail services.

Service Window Hours of Operation (Academic Year):

- 9:00 a.m. to 6:00 p.m. Monday through Thursday
- 9:00 a.m. to 5:00 p.m. Friday
- 9:00 a.m. to 4:00 p.m. Monday through Friday (Summer Session Hours)

Mail Services:

- Express mail
- Certified mail
- Registered mail
- Insured mail
- International mail

Retail Services:

- Stamp sales
- Money orders
- Envelopes (plain, padded and stamped)
- Discontinued paper and envelope clearance sales
- Employee fee waivers
- Fax service (including international)
- Clear Presentation Cover Binders
- Packing peanuts
- UPS Package drop point

Copy Services:

- Black & white copies
- Color copies
- Transparencies
- NCR carbonless forms
- Document scan to disk
- Lamination
- Folding and binding

Stamper's Price List (New Prices effective 9/26/05)

Black Ink Copies	8.5X11	8.5X14	11X17
White 20#	.05	.06	.07
Pastel, 20#	.06	.07	.08
Laid Bond White	.08	.11	N/A
Text 60#, 70#	.08	.09	.10
Cover, 65#	.09	.11	.12
Cover, 80#	.12	.16	.20
Card, 67#	.09	.10	.11
3 Hole Punch, 20#	.07	N/A	N/A
Second Side Print, ADD	.04	.04	.04
Dividers	.04	.06	
B/W Transparencies	.50		
Color Transparencies	1.75		
Color Copies	.60	.60	1.19 (Second Side Print, add \$0.60)

Stapling-price per staple:							
By Machine	.02	By Saddlestitch	.05				
Folding-price per sheet:							
Machine, Straight	.02	By Hand	.07				
Cutting-price per cut (\$2.00 Min charge)	1.00						
Drilling/Punching-per sheet:	.01						
Collating-per price per sheet:							
Machine	N/C	By Hand	.03				
Inserting/Label Attachment, each	.04						
Labels- Price per sheet	.45						
Comb Binding-price per bind:							
	(Small) .90	(Medium) 1.30	(Large) 1.60				
Bone Binding, black or red	.70						
Padding-per pad (\$5.00 min)	.48						
Lamination-price per sheet							
(ID/Wallet Size) .50	(8 ½ X 11) 1.00	(8 ½ X 14) 2.00	(11 X 17) 3.00				
Standard Tabs- price per sheet	.20						
Circle Adhesive Tabs- price each	.04						
Plastic Bags/ Shrink Wrap	.50						
NCR Carbonless Forms	8.5X11	8.5X 14					
Two-part	.13	.20					
Three-part	.20	.27					
Four-part	.25	.35					
Document Scanning to Disk (Per disk)		1.00					
Document Design	Per Hour (\$10.00 min)	20.00					
Rush Charge (all services)	20.00						