



Black & White Copy & Print (20 lb paper)

Quantity	Letter 8.5" x 11"	Legal 8.5" x 14"	Ledger 11" x 17"
1 - 9	25¢	35¢	50¢
10 - 99	20¢	23¢	30¢
100 - 499	16¢	17¢	23¢
500 - 999	12¢	13¢	17¢
1000+	10¢	10¢	12¢



Colour Copy & Print (20 lb paper)

Quantity	Letter 8.5" x 11"	Legal 8.5" x 14"	Ledger 11" x 17"
1 - 9	70¢	\$1.10	\$2.00
10 - 99	60¢	82¢	\$1.50
100 - 499	57¢	74¢	\$1.30
500 - 999	53¢	70¢	\$1.15
1000+	50¢	67¢	\$1.00

* Prices are per side printed.

Submit a file online print.officeworks.ca

Basic Finishing

Machine Stapling	2¢ each
Machine Folding	3¢/page
Machine Booklet	25¢ each
Machine Punching	2¢/page
Cutting (max. 250 pg)	\$2
Additional Cuts	\$1 each

Specialty Paper

20 lb Letter Colour	3¢ each
28 lb Letter White	3¢ each
32 lb Letter White	4¢ each
48 lb Letter White	5¢ each
65 lb Letter Wht/Clr	18¢ each
100 lb Letter Cover	35¢ each



Laminating

Letter - 3 mil	\$2/each
Letter - 5 mil	\$3/each
Letter - 10 mil	\$4/each
Legal - 3 mil	\$2.50/each
Ledger - 5 mil	\$4/each



Comb Binding

1" or less	\$6/each
+ 1"	\$7/each
Qty 20 or More	\$1 off/each

Labour Rates

Sorting/Placing	\$1/minute
Cutting	\$1/minute
Minor Adjustments	\$1/minute
Edit/Design	To be quoted

Document Shredding

1 - 10 Boxes	\$10/box
11 - 20 Boxes	\$9/box
21 - 40 Boxes	\$8/box
41 - 60 Boxes	\$7/box
61 - 100 Boxes	\$6/box
101+ Boxes	\$5/box

Acceptable Materials List & box size details available at shred.officeworks.ca

Rates are for projects that are print ready. Services which require manual labour may incur additional labour fees. Fees will apply to any editing, design, sorting, placing of items, cutting, etc. Additional charges will be quoted prior to the job commencing.



Scanning Service

Scan & Email or Scan & Save

Auto Document Feeder

\$3 Up to 10 pages

\$1 Up to 10 additional pages

Media not included. Originals must feed through ADF without assistance.

Manual Placing

\$3 Up to 2 pages/images

75¢ Additional pages/images

Media not included.
Assumes manual placing of originals.



Custom Stamps

**Address Stamp, Company Logo,
Deposit Stamp, Signature**
or any custom design

Model	Max. Lines	Dimensions	Price
1438	3	1-3/8" x 3/8" 14mm x 38mm	\$38
1850	4	1-13/16" x 9/16" 18mm x 50mm	\$45
2260	5	2-3/16" x 11/16" 22mm x 60mm	\$58
2770	6	2-1/2" x 7/8" 27mm x 70mm	\$68
4090	9	3-5/16" x 1-3/8" 40mm x 90mm	\$78

**Other sizes available*

Standard Design Service - Included
Advanced Design Service - \$1/minute

Made In Store - While You Wait



Fax Service

Local

\$2 Includes first 2 pages

50¢ Additional pages

Long Distance

\$3 Includes first 2 pages

75¢ Additional pages

International

\$5 Includes first 2 pages

\$1.25 Additional pages

Originals must feed through ADF without assistance.
Additional fees for manual placing of documents.

Receiving

\$2 flat rate Plus 20¢ per page

Cheques, Forms, Envelopes

Personal Cheques from \$20
per 40

Business Cheques from \$175
per 250

Custom Forms prices vary

Pre-Printed Envelopes prices vary



We also sell
Office Products
Ink & Toner



Office Services Price List



Fax Service



Copy & Print



Comb Binding



Shredding



Scanning



Custom Stamps

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