

Job Submission

Our center can accept jobs submitted in a variety of ways:

- Send hard-copy jobs to County of San Diego mailstop O-66
- E-mail jobs to print@xeroxprintcenter.com
- Drop off at our production center
- Use www.xeroxprintcenter.com to submit your jobs via our online submission and repository system.

Ideas on ways to improve our services?
 Need help planning for a large job?
 Other general questions, please contact:

Sylvia San Nicolas
 Site Coordinator
 Print Center
 858.650.0818

Anita Krask
 Sales Executive
 Xerox Corporation
 619.260.3184

Shoshana Knopf
 Account Operations Manager
 Xerox Corporation
 619.822.6047

Xerox Corporation
 7585 Convoy Court
 San Diego, CA 92111
 858.650.0818
print@xeroxprintcenter.com
www.xeroxprintcenter.com



Layout and production:
 Máximo Creative Communications
www.maximoinc.com

Services Pricing Guide

Copy and Print Services

B+W copies on 20# paper, per side.....	\$0.035
Color copies on 24# paper, per side.....	\$0.397
Spot color printing 11 x 17.....	\$0.051
Staples, by machine, each.....	\$0.013
Staples, by hand, each.....	\$0.025
Rush charge, 2-23 hours, percent uplift.....	10%
Xerox tabs, per 5-bank.....	\$.0976 set up
Tab stock.....	\$0.734
Special copy price – per impression.....	\$0.0146
(No collating nor finishing, 20# white paper only, 1 original, 1000 copies or more, no document preparation, customer must pick up).	

Finishing Services

Comb binding up to 100 sheets	\$1.060
Comb binding 100+ sheets	\$1.500
Coil binding up to 100 sheets	\$1.500
Coil binding 100+ sheets	\$1.950
Tape binding, in-line up to 120 sheets.....	\$0.594
Tape binding, off line up to 225 sheets.....	\$0.650
Tape binding, off line over 225 sheets.....	\$1.263
Cut or trim (per cut, per sheet), per 1000 sheets.....	\$1.900
Drill, 2 or 3-hole, per 1000 sheets.....	\$3.5138
Folding (1/2, tri Z, double parallel).....	\$12.30
Per 1000 sheets, 20# bond only	
Padding, per 100 sheets.....	\$0.389
Hand labor per hour.....	\$43.00
Clear acetate covers, each.....	\$0.410
Black vinyl covers, each.....	\$0.548
Shrink wrap, per bundle.....	\$0.304
Single perforation, per 1000, 1000 min (+\$18 set up).....	\$22.76

Specialty Paper Pricing Uplift (per sheet)

Labels 8.5 x 11	\$0.2976
Index 11 x 17	\$0.0404
20# Color pastel paper.....	\$0.011
Astrobright 11 x 17, paper stock uplift.....	\$0.085
Bond 25% rag, paper stock uplift.....	\$0.085

Folders

Colored Case Folders (Green, Brown and Red).....	\$0.6234
Service Folders.....	\$0.6815
File Backs.....	\$0.1741
Financial Folders.....	\$0.3913

NCR Forms Services

(based on run length of 5001+)

NCR forms printing - 2 part.....	\$0.0440
NCR forms printing - 3 part.....	\$0.0714
NCR forms printing - 4 part.....	\$0.0939
NCR forms printing - 5 part.....	\$0.1239
NCR runs less than 5001, call for quote	

Other Services

Wide format printing, color and black & white	ask for quote
Customer paper stock	ask for quote
Gold foil production, 2" x 4", 1 sided	\$0.1188
Based on run length of 3000+	
Graphic Designer - Consultant	\$72/hr.
Graphic Designer - Production (file manipulation).....	\$42/hr.

Shipping and Delivery Fees

\$15 per delivery within 25 miles of print center
 \$25 per delivery outside 25 miles of print center

- For pricing on higher volumes, as well as custom envelopes and for additional print services, please see complete BPA and pricing amendments, available at the County Purchasing and Contracting website or contact the Production Center.
- Print pricing based on 20# white paper. Alternate paper pricing includes paper uplift charges.
- All pricing subject to an annual uplift. See full BPA and pricing amendments on County Purchasing and Contracting website for details.
- \$25 minimum order. Please ask us to help you combine orders to meet the \$25 minimum.



The Official Print Center For the County of San Diego Service Offerings

Serving Organizations Across San Diego County

print@xeroxprintcenter.com | 858.6508.0818

Your Documents Are Our Business

We know that you have enough to do, so leave your document services to us!

From having just a few copies made to creating an entire presentation, we are your complete resource for document production. After all, our team has over 60 years of experience and we are backed by Xerox technology and processes. We are committed to providing all organizations within the County with the highest quality document services and solutions, from graphic design to mail fulfillment. We have the right solution for your document needs. If you don't see exactly what you are looking for, please give us a call at 858.650.0818 or visit us at www.xeroxprintcenter.com. We would be more than happy to find a solution for your needs.

We look forward to serving you.



Our Services



Black And White Copies and Prints

Simple, reliable and high quality

- Full service black and white copies
- Electronic high-resolution document scanning
- Cropping, resizing and rotating images
- Combine text and graphics
- 24-hour turnaround/rush service available



Color Copies and Prints

Color grabs attention and makes your documents more distinctive

- Full service color copying
- Spot color
- Variety of sizes
- Transparencies (8.5" x 11" only)
- Folded brochures
- Cards and labels



Offset Press Work

Helping you save money and minimize overstock waste with print on demand

- Full color and black and white
- Single and multi page
- Carbonless NCR forms
- Envelopes (Custom)
- Presentation folders



Document Consulting

Take full advantage of our document expertise

- Document planning and strategy
- Consultation with specialists in presentations, color and cost-effective production
- Off-site event support



Document Assembly

Watch your documents come together

- Collating
- Folding
- Labeling
- Hand-stapling
- Binder clipping
- Insertion



Graphic Design

Full service graphic design support available.

Complete creative services from concept, design, and production to finished product.

• Publications

Annual reports
Newsletters
Invitations
Brochures

• Branding/identity

Organizations
Events
Services
Environments

• Environmental graphics

Posters
Signage
Tradeshow booths

• Digital media

PowerPoint presentations
Websites
Video and animation

• Art direction

Photography
Illustration
Copy writing



Finishing

Get complete, professional production from start to finish

- Saddle-stitch stapling (Booklet)
- Cutting and trimming
- Drilling
- Tape, coil, and comb binding
- Machine folding
- Single fold
- Letter fold
- "Z" fold
- Padding
- Shrink-wrapping



Useful Abbreviations

When filling out your hard-copy or electronic work orders, refer to these terms:

2HD	2-hole drill
3HD	3-hole drill
Head/head	2-sided, both sides facing up
Head/foot	2-sided, back side upside-down
Saddle stitch	Folded/stapled booklet
Collated	Finished set in order (1,2,3-1,2,3)
Uncollated	Finished in stacks (1-1, 2-2, 3-3)
S/S or 1/S	Single-sided
2/S	Double-sided

- \$25 minimum order. Please ask us to help you combine orders to meet the \$25 minimum.