

GHC IN-HOUSE PRINTING

GHC printing department has the capability of printing short-run (on-demand) full-color brochures, newsletters, fliers, invitations, posters and many of your custom printed jobs in-house. With on-demand printing your cost per piece stays the same, even when you order small quantities. Get what you need when you need it.

The information contained is to be used as a guide for pricing standard printing jobs. If you need a price for a custom job we can prepare you a quote showing both in-house and outside vendor pricing.

Please note that due to changing paper costs these prices may change at any time. If a change does occur you will be notified before your job is printed.

IN-HOUSE PRINT SHOP PRICE LIST

ITEM	PAPER SIZE	PAPER STOCK	PRINT AREA	PRICE
Fliers Brochures Forms Newsletters	8 ½ x 11	Most weights and finishes. Some special papers may add to cost.	ONE SIDE	.25 each
			TWO SIDES	.50 each
Newsletters Brochures Posters	11 x 17	Most weights and finishes. Some special papers may add to cost.	ONE SIDE	1.00 each
			TWO SIDES	1.50 each
Large Format Posters	24 x 36	Mounted on 1/4 inch foam board	ONE SIDE	75.00 each
Invitations Thank You Cards /with envelopes	4 ½ x 6 ½	80# cover (white or cream) Some special papers may add to cost	ONE SIDE	.25 each
			TWO SIDES	.50 each
Post Cards	4 x 6	80# Cover	TWO SIDE	.15 each
Bookmarks		80 # cover	ONE SIDE	20 cents each
			TWO SIDES	40 cents each

Note:

- This price list is a sample of what we have the capability of printing in-house. Please contact us if you have a special project you would like to have quoted.
- Jobs that have to be sent out to an outside vendor will have to be quoted by the vendor. When out side vendors are used the department requesting the job will need to pay with a purchasing card or get a purchase order from the purchasing department.
- There is no charge for design therefore vendor costs are the only chargers for outside printing.