

Business Center Services and Price List

Rev. 03/09. Prices subject to change

SHIPPING

HANDS FREE SHIP-IT-HOME SERVICE: You don't have to lug all your items back to your hotel or the airport. For one low price, we will store your items and then pack them up and ship them home (or anywhere!). For \$29.95 we will store, pack and ship up to 10 lbs. UPS Ground within the contiguous U.S. Certain restrictions apply. Please see our Ship-It-Home form. Only \$1.00 per lb. over 10 lbs.

DON'T LUG ALL THAT LUGGAGE! We'll get it there TOMORROW MORNING (to businesses, except Sunday).

SHIPPING SERVICES: FedEx and UPS services are available for domestic, international and Saturday delivery. We are not employees of the carriers. We offer our processing services guaranteed as a convenience to you on a fee-for-service basis.

PACKAGES AND CASES UP TO 150 LBS.: As a convenience, we ship packed items via FedEx and UPS. Items must be brought to us. We generate shipping labels, if needed, store and transfer your items to the carriers. You may pay us to ship it or you can have the shipping charges charged to your carrier account and pay us our handling charge. (Credit card required.) Our handling charge per piece is as follows:

Under 5 lbs.-\$4.00 5-20 lbs.-\$8.00 Over 20 lbs.-\$16.00

POSTAGE STAMPS AVAILABLE: Closest mail drop-16th St Mall & California St.

WORKSTATIONS & INTERNET

Use our PCs or your laptop to connect to the Internet, check our email, print, update your presentation or create/update a document. **Save time at the airport by printing your Boarding Pass here before you go.** Prices based on time and prints as follows:

Workstation use: 1st minute-\$1.00 Additional minutes-\$0.25
Printing: B/W-\$0.60 per print Color-\$1.25 per print (discounts over 25)

SERVICES

CELL PHONE RECHARGING SERVICE: \$5.00 (Limited type phones).

PREPAID INTERNATIONAL PHONE CARDS: \$10.00 and \$20.00 cards plus tax. Great for domestic use too.

FAX SERVICES: Receive-\$1.00 per page
Outgoing faxes 1st Page

Local & 800 numbers \$2.00
U.S & Canada \$3.00
International \$6.00

INCOMING FAX NO. 720-904-0796
Additional Pages (50% discount for 10 or more pages)

\$1.00
\$1.00
\$2.00

SCAN AND EMAIL DOCUMENT (B/W): 1st page-\$4.00 Additional pages-\$1.00
RECEIVE AND PRINT EMAIL MESSAGES: B/W prints-\$1.00 per page Color prints-\$2.00 per page

LAMINATING: Business cards & Luggage tags-\$2.00 8 ½ x 11-\$3.50 8 ½ x 14-\$4.50 11 x 17-\$5.50

PACKAGING & SHIPPING SUPPLIES

Box	\$ 4.99	Mailing Tube	\$ 2.49
Box-large	\$ 9.99	Packaging Tape-Super 2" Clear roll	\$ 6.49
Box-Extra large	\$14.99	Packaging Tape-Super w/ dispenser 2" Clear roll	\$ 5.99
Bubble pack 16"x9'	\$ 5.75	Stretch Wrap 1500' Roll	\$24.95
Bubble pack 12"x75'	\$18.99	Packaging Service	\$ 5.00
Shipping Tube	\$ 4.99		

BLACK/WHITE COPIES

Double sided counts as 2 copies. Additional for hand placed originals, reductions & enlargements, 3 hole punched. Card stock also available.

<u>PAPER/NUMBER OF COPIES</u>	<u>1-99</u>	<u>100-249</u>	<u>250-999</u>	<u>1000-9999</u>	<u>10,000+</u>
<u>White Paper-Standard 20 lb.</u>					
8 ½ x 11	.10	.09	.08	.07	.06
8 ½ x 14	.11	.10	.09	.08	.07
11 x 17	.19	.17	.15	.13	.11
<u>Pastel Color-20 lb. & Bright White</u>					
8 ½ x 11	.13	.12	.11	.10	.09
8 ½ x 14	.14	.13	.12	.11	.10
11 x 17	.25	.23	.21	.19	.17
<u>Bright Color-60lb. & Special Text</u>					
8 ½ x 11	.15	.14	.13	.12	.11
8 ½ x 14	.16	.15	.14	.13	.12
11 x 17	.29	.27	.25	.23	.21

COLOR COPIES

<u>PAPER/NUMBER OF COPIES</u>	<u>1-24</u>	<u>25-99</u>	<u>100-249</u>	<u>250-499</u>	<u>500-999</u>	<u>1000+</u>
8 ½ x 11 White Paper	1.25	.99	.89	.79	.69	.59
8 ½ x 11 White Card Stock	1.59	1.29	1.19	1.09	.99	.89
11 x 17 White Paper	2.49	1.99	1.79	1.59	1.39	1.19
11 x 17 White Card Stock	2.99	2.49	2.29	2.09	1.89	1.69

COMPUTER/TELECOM SUPPLIES

Cell Phone Ear Bud	29.99
CD-R 80 min/700MB	1.49
Floppy Disc	1.49
USB Drives	19.99-39.99
Mouse	11.49
Printer Cable	14.99
Computer Power Cord	5.99

OFFICE SUPPLIES

Binder Clips – Small – doz.	1.49
Binder Clips – Medium – ea.	.29
Binder Clips – Medium – doz.	2.49
Clipboard	4.99
Envelope – No. 10	.29
Envelope – Large	.49
Envelope – Padded	1.29
File Folder	.29
Glue Stick	1.49
Highlighter	1.99
Index Cards – 3 x 5	1.99
Index Cards – 4 x 6	2.99
Labels –10 or 30 per sheet	.69
Legal Pad – 5 x 8	1.09
Legal Pad – 8 ½ x 11	1.69
Marks-A-Lot Marker	1.79
Paper Clips – box	.79
Paper Clips – Jumbo	3.49
Pens – each	.47
Pens – doz.	3.59
Pencils – each	.47

Pencils – pkg. of 8	3.29
Push Pins – box of 100	2.99
Receipt Book	4.99
Rubber Bands	1.49
Scissors	6.99
Scotch Tape	2.49
Sharpie Marker	1.49
Stapler	8.99
Staples – box	1.99
Sticky Notes – 3 x 3	1.99
Tape – Calculator roll	.99
White Out	1.99

DISPLAY SUPPLIES

Fish Bowl – Small Glass	5.99
Fish Bowl – Large Glass	13.99
Fishing Line	4.99
Literature Holder – 4” W	6.49
Literature Holder – 6 ¾ ” W	7.99
Literature Holder – 9 ” W	12.99
Sign Holder – 8 ½ x 11” Vertical	10.99
Sign Holder – 8 ½ x 11” Horizontal	12.99
Velcro Squares	4.99

PRESENTATION SUPPLIES

Dry Erase Marker	1.99
Flip Chart Marker	1.49
Overhead Marker	1.99
Portfolio Folder w/pockets	2.99
Poster Mounting Tape – 2 sided	5.99
Transparency Sheets	.79
Wall Mounting Tabs – 48 tabs	4.99