 **COPYING SERVICES**

Transitions Skills Program Copying

7922 Opossumtown Pike

Frederick, MD 21702

240-236-8517

**The CTC Transition Skills Program is adding photocopying services to its training and personal development program for non-diploma bound students. We will handle small- to medium-size runs (up to 5,000 total sheets) and provide some finishing services. The current options and rates are listed below. As we become more proficient, options may change.**

**Hours of operation correspond with the CTC work day, 7:00 a.m. until 2:30 p.m. on regular school days. Delivery will be by FCPS courier, or you may pick your job up. Originals may be sent in hard copy format via the courier- or- hand delivered. Electronic copy may be submitted via PDF only. Customers are responsible for proofing their hard copy & PDF files prior to placing copy orders. We can only copy what we receive-so help us serve you by making sure we receive the right thing. Turn around will depend on the demand. If you have a time sensitive job, please contact the copy shop first.**

**For additional information, please contact: *Brenda Harrison, 240-236-8517*** [***brenda.harrison@fcps.org***](mailto:brenda.harrison@fcps.org)***.***

**B&W copying**

.08/copy for B&W printing on white 8½ x 11 20lb bond

.07/ copy for A-4 paper (8¼ x 11 5/8 -govt. surplus)

.09/copy for pastel paper

.10/copy for bright paper

.11/copy for white 8 ½ x 14 paper

.13/copy for white 11 x 17 paper

Call for cover/card stock pricing

**Color copying**

.35/copy for color printing on 8½ x 11 20lb bond

.34/copy for A-4 paper (8¼ x 11 5/8 -govt. surplus)

.50/copy for white 8 ½ x 14 paper

.65/copy for white 11 x 17 paper

Call for cover/card stock pricing

**Finishing**

Collate: $4/thousand

Staple: .01/staple

3-hole punch: $2/thousand

Comb binding: $3/book

Folding: $4/thousand

**Note: The FCPS Media Arts/Printing Coordination Dept. cannot place or otherwise facilitate orders with CTC. Please order your photocopying direct from CTC using the CTC Copying Request Form.**