



Conference Concierge Price List

Copying Services

Black and White:

Single Sided	\$.20/page
Single Sided (over 100 per job)	\$.15/page
Double Sided	\$.40/page
Double Sided (over 100 per job)	\$.25/page
Copied Transparencies	\$2.00 each

Color:

Color Copies	\$2.00/page
Color Transparencies	\$4.00 each

Faxing Services

Sending:

Domestic	\$3.00/page*
International	\$6.50/page

*No charge for cover sheet, only local calls. Faxes sent, the maximum charge per fax is \$60.00.

Receiving:

No charge for first 19 pages; \$5.00 flat fee for 20 or more pages per fax.

Laser Printing

Black and White	\$.15/page
Color	\$1.50/page

Other Services

Light Typing	\$10.00+/page
Editing	Priced on Request
Copied Transparencies	\$ 2.00+/copy
Plain Transparencies	\$ 1.00+/each
Notary Public	Complimentary
Dedicated Conference Service Attendant	\$20.00 per hour

Shipping Boxes

20 boxes or more will require a \$20.00 per hour contract labor charge (1 hour minimum). All outgoing packages must be ready to be shipped by 11:00 a.m. Packages not ready by 11:00 a.m. cannot be guaranteed shipment the same day and may ship the following business day.

Paper

Conference Pads	\$.50+/each
8½" x 11" paper	\$ 6.00+/ream

Post-It Note Pads

3"x3" Pad \$2.00 each

Index Cards

3"x5" \$2.50 pack

4"x6" \$5.00 pack

File Folders

Letter Size \$1.00 each

Envelopes

White Business \$.50+/each

Stonewall Letter Envelope \$.50+/each

Large Mailing Envelope *Priced Upon Request*

Stonewall Fax Envelope \$.50+/each

Batteries

AA \$2.75 each

AAA \$2.50 each

Binder Clips

Small \$2.50 box

Medium \$3.50 box

Large \$6.50 box

Paper Clips

Small \$1.00 box

Large \$2.00 box

Disks

CD-R + Jewel Case \$5.50 each

CD-RW + Jewel Case \$5.50 each

Markers, Pens, High-Lighters, etc

Dry Erase Markers \$2.25 each

Highlighters \$1.25 each

Sharpies \$4.00 each

Pens \$1.00 each

Pencils \$0.75 each

Miscellaneous

Correction Tape Pen \$2.50 each

Laser Pointer Pen \$25.00

Name Badges

Self Adhesive Name Tags \$1.00 each

Clip/Pin Combo Name Badge with Plastic Cover \$3.00 each

Tent Cards

Dinner Place Cards \$1.50 each

Medium Tent Cards \$1.80 each

Large Tent Cards \$2.00 each

All above items are subject to a 20% Service Charge and 6% State Sales Tax.

Prices are subject to change without notice.