

COPYING

600-1,200 dpi output onto recycled 20# white paper, per original.

Quantity	Self-Serve	8½x11	x14	x17
1-99	.10	.12	.15	.17
100-499	.09	.11	.14	.16
500-999	.08	.10	.13	.15
1,000-2,499	.07	.09	.12	.14
2,500 +	.06	.08	.11	.13

2nd side	.06	.07	.09	.11
Hand-feed / resize (per original)				.50
Copy (rip) from e-mail, disk or scan				3.00

COLOR COPYING

600-1,200 dpi output onto recycled 20# paper, per original.

Quantity	8½ x11	x14	x17
1-99	.30	.35	.40
100-499	.25	.30	.35
500-999	.20	.25	.30
1,000-2,499	.15	.20	.25
2,500+	.10	.15	.20

2nd side	.15	.20	.25
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SPECIALTY PAPERS

	8½ x11	x14	x17
20# Pastel colors	.04		.06
24# Brite colors	.06		.08
24# Résumé (laid)	.07		
28# White text	.08	.12	.16
32# White text	.09		.17
60# White cover	.15		.26
100# White cover	.28		

B&W Transparencies 1.20

Color Transparencies 1.50

Labels (sheet of 30) .75

Other papers and sizes available by special order. 500 sheet minimum.

DOCUMENT FINISHING

CUT

Set-up fee	5.00
Per cut (up to 100 sheets)	2.00

STAPLE

Machine (up to 20 sheets)	.05
Manual (up to 50 sheets)	.12

FOLD | PERFORATE | SCORE

Set-up fee (machine only)	5.00
Machine (per page)	.04
Manual (per page)	.12

COLLATE | INSERT | BOOKLET

Collate or Insert (by hand, per piece)	.12
Booklet (machine fold, collate, saddle-stitch)	.30
Booklet (hand fold, collate, saddle-stitch)	.55

DRILL

Machine (3 hole punch, per sheet)	.04
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BIND

Velo, Spiral, Tape, Comb (per bind)	4.00+
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MAILINGS

LABEL | STAMP | WAFER SEAL

Apply labels/stamps (each)	.12
Apply wafer seal (each, includes seal)	.15

MAIL MERGE

Insert addresses and other data right into your Office documents!
Drop or e-mail us your Excel or tab delimited text files.

Set-up fee	5.00
Per insertion	.05

All prices are effective February 1, 2009 and are subject to change.

BUSINESS CARDS - full COLOR

Printed on 100 lb. cover stock. Glossy 14pt stock available for orders of 500 or 1,000 cards. Additional fee for graphic design.

Quantity	1 SIDE	1 or 2 SIDE
100	30.00	
250	55.00	
500		95.00
1,000		120.00

GRAPHIC DESIGN

Fliers, brochures, postcards... per hour 30.00

FAX

Send or Receive	Domestic	Int'l
Pages 1-10	2.00	4.00
Pages 11+	1.00	2.00

SHIPPING by FedEx and UPS

Handling fees in addition to FedEx and UPS published rates.

1-10 lbs.	4.00
Additional 10 lb. increments (each)	3.00
Billing to 3rd-party/recipient accounts	4.00
Parcels in non-cardboard containers	6.00

OFFICE SUPPLIES

Choose from in-stock items or order wholesale from Richard D. Smith and Simon's Stamps.

TEEN CYBER CAFÉ - for all ages!

Computers, wireless HotSpot, board games, Dean's Beans coffee.

Adult, calendar-month fee	5.00
Youth (ages 13-21), one-time fee	5.00

MEETING ROOM RENTAL

Per hour profit 25.00 non-profit 15.00

YES BizCenter — the region's only not-for-profit business that invests 100% of its proceeds in helping youth succeed!

YOUR SUPPORT *MAKES A DIFFERENCE!*

YES BizCenter is a not-for-profit venture launched in 2004 by teen members of **Young Entrepreneurs Society (YES)** to:

- ▶ provide quality, reasonably-priced products and services to our community
- ▶ provide paid and voluntary training to youth who are new to the workforce
- ▶ generate funds for our educational programs and restoration of our facility
- ▶ support non-profit and community organizations with a 5% discount

Since 1998, YES has helped over 2,000 North Quabbin and Franklin County young people unlock their potential through entrepreneurship, job readiness, and financial education. Our programs include:

BizVenture!

Members learn how to plan, start and operate their own business.

Learn 2 Earn

Members learn what it takes to find, get and keep their first job.

MoneySmart

Members learn financial planning and money management to reach their goals.

Odd Jobs Squad

Members earn money and gain experience helping residents and businesses with odd jobs.

North Quabbin Young Leaders Council

This self-governing council is working to help our region become a great place to be young.

Learn more at www.yes-inc.org!



Helping young people find and follow their own path to prosperity through entrepreneurship, job readiness and financial education.

YES BizCenter

24 South Main Street, Orange, MA 01364

Phone (978) 544-1865

Fax (978) 544-1809

E-Mail bizcenter@yes-inc.org

Web www.yesbizcenter.org

HOURS

Monday-Friday 9AM-6PM

SHIP TIMES

	Ground	Express
FedEx	11AM	2PM
UPS	4PM	4PM

PAYMENT

Cash **On Account**
Checks **Purchase Orders**
VISA & MasterCard

GUARANTEE

We strive to have every order perfect and on time. If you are not satisfied with our work, we will make it right for you or refund your money.

Home of the famous non-profit and community group **5% everyday discount!**



SERVICES

BizCenter

Young Entrepreneurs Society's

Your one-stop shop for business services

Copy | Fax | Ship | Surf | Meet