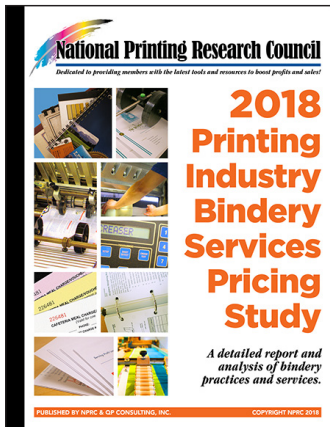


# NPRC's 2018 Bindery Services Pricing Worksheet



Thank you for participating in this key industry survey and we want to make sure you receive your **FREE Study**, but you must follow these instructions carefully. Failure to do so will result in rejection of your survey.

The deadline for this survey is March 31, 2018 and it is highly unlikely that this deadline will be extended. The **2018 Printing Industry Bindery Services Pricing Study** will bring you up-to-date pricing information about key bindery and finishing services in our industry. No time to complete this questionnaire yourself? Then assign it to a key company employee. When you have completed this **Worksheet** go to:

[www.surveyadvantage.com/2018NPRCbinderysurvey](http://www.surveyadvantage.com/2018NPRCbinderysurvey)

The address above is where you will re-enter your answers from this worksheet. **REMEMBER TO** enter your name and mailing information at the end of the on-line survey. If you have questions, please email us at: [membership@printingresearch.org](mailto:membership@printingresearch.org). You can also contact us at the National Printing Research Council (NPRC) at 2110 S. Dairy Rd, Suite 102, Melbourne, FL 32904, or call us at: 321-727-2444.

**PLEASE REPORT CURRENT BINDERY PRICES:** Unless noted otherwise, please provide prices only if work is produced in-house. Do not provide if brokered. **PLEASE DO NOT DRAW X's** or Cross-out Sections. Please leave sections blank if you do not offer the product or service. Please note that all questions in this survey are asking for bindery only charges. Do not include charges for printing or copying services.

**Please note that all questions in this survey are asking for bindery only charges. Do not include charges for printing or copying services.**

## PART 1: Mandatory Company Data

**THIS SECTION IS MANDATORY** for all companies who wish to receive a free copy of the final *Bindery & Finishing Study*. Questions #6 & #10 are optional. All other questions in **Part 1** must be completed.

#1 - Year Firm was founded?

#2 - # of Locations

#3 - State/Province

**4. Market Size** - Describe, as best you can, the population size of your immediate market area (Multiple locations may check more than one):

- Rural Area** Under 25,000 population     **Small Market** 25,000-100,000 population     **Medium Market** 100,000-300,000 population  
 **Large Market** 300,000-1 Million population     **Major Market** 1 Million+ population

**5. Total # of employees**, including working owners, involved in all locations listed in question #2. For each 40 hrs. of PT employees, record (1). (EX: 20 hr. PT empl. = .5)

Total Number of Employees?

# PART 1: General Company Data - *continued*

**6. Annual Sales** - Enter your total annual sales (in whole dollars) for all locations listed in question #2:

Sales 2015	Sales 2016	Sales 2017	Projected Sales 2018
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**7. Are you an:**

Independent   
  Franchise   
  Educational/Inplant  
 Other

**8. Franchise** – If a franchise, please indicate which one:

Allegra/Alliance   
  AlphaGraphics   
  CPrint   
  Kwik Kopy   
  PIP   
  Signal Graphics   
  Sir Speedy/Franchise Services  
 Other

**9. Association Membership** - What is your current association affiliation? Check all that apply.

NPRC   
  NPOA   
  PIA   
  NAQP/NAPL   
  Craftsman Club   
  No Association Affiliation  
 Other

**10. Your Owner's Compensation for 2017 as a percent of annual sales** (optional, but very helpful to us for statistical purposes) - Please be as accurate as possible. Include net profit plus (1) owner's salary, bonuses, profit sharing and other misc. fringe benefits. Exclude salary and benefits paid to other partners or spouse:

Percent of Annual Sales

**11. Bindery as a Percent of Annual Sales** - Please estimate, as accurately as possible, what all of your in-house and brokered bindery services (offset and digital), represents as a percent of total 2017 annual sales.

Percent of Annual Sales

# PART 2: Packaging Methods & Pricing

(Please leave blank those questions for services or products for which you normally do not charge when preparing an estimate):

**1. Shrink Wrapping Charges** - Your charge to shrink-wrap the following 8.5x11 by 2-2.5" thick packages at specific quantity levels. (Assume using 75-100 gauge film) Prices are per package!

1-10 Packages (Price/Pkg.)	25-50 Packages (Price/Pkg.)	100-250 Packages (Price/Pkg.)
<input style="width: 180px;" type="text"/>	<input style="width: 180px;" type="text"/>	<input style="width: 180px;" type="text"/>

**2. Letterhead Boxes** - Please indicate the type box you generally use in your firm to package letterheads and then complete the question regarding charges (check all that apply). We use the following type of letterhead boxes:

Imprinted 1-C (Generic)\*   
  Custom\* Imprinted 1-C   
  Imprinted 2-C (Generic)   
  Custom Imprinted 2-C  
 Plain/blank Boxes with your labels applied

*\*Generic would be imprinted boxes as used by a franchise, lacking customized address data. Custom imprinted would include specific name, phone and address info.*

## PART 2: Packaging Methods & Pricing - *continued*

**3. Letterhead Boxes** - What do you charge Per Box (detailed or hidden) for each letterhead box:

Charge Per Box

**4. Business Card Boxes** - Same as question #2 but for business card boxes.

- Imprinted 1-C (Generic)\*  
  Custom\* Imprinted 1-C  
  Imprinted 2-C (Generic)  
  Custom Imprinted 2-C  
 Plain/blank Boxes with your labels applied  
  Blank Boxes

**5. Business Card Boxes** - What Charge Per Box do you charge customers (detailed or hidden) for each B.C. box

Charge Per Box

**6. Carton Size Used** – Please check the size of your typical shipping or packaging carton based upon the total number of 20/24# 8.5 x 11" sheets it will hold?

- 2,500 Sheets per carton  
  5,000 Sheets per carton  
  We use both size cartons

**7. Charge for Cartons** - Now tell us whether you specifically charge most customers (detailed on invoice or hidden) for these cartons and if so, how much?

- Yes, we charge for cartons  
  No, we don't charge for cartons

**8. Type & Price** - We use the following cartons and charge as indicated:

	Selection	Chg Per Carton \$
Custom Imprinted Cartons (2,500 sheets/ctn) Chg Per Carton	<input type="checkbox"/>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>
Plain Cartons with label affixed (2,500 sheets/ctn) Chg Per Carton	<input type="checkbox"/>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>
Custom Imprinted Cartons (5,000 sheets/ctn) Chg Per Carton	<input type="checkbox"/>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>
Plain Cartons with label affixed (5,000 sheets/ctn) Chg Per Carton	<input type="checkbox"/>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>
We re-use paper cartons from vendors and typically do not charge	<input type="checkbox"/>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>

## PART 3: Scoring, Perfig & Creasing

**1. Typical Scoring** - You must score 11x17 100# cover stock (offset printed or digital) directly in half to fold to 8.5 x 11". What would be your all-inclusive, total charge to score the following quantities:

Score 500	Score 1,000	Score 2,500	Score 5,000
<div style="border: 1px solid black; width: 180px; height: 25px;"></div>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>	<div style="border: 1px solid black; width: 180px; height: 25px;"></div>

**2. Crease Separately?** - Do you own/operate a dedicated creasing device that allows applying a crease prior to folding an 11 x 17" (or similar size) 100# cover stock in half?

- Yes  
  No

## PART 3: Scoring, Perfining & Creasing - *continued*

**3. Creasing Charges** - You must crease an 11x17 100# cover stock (produced on a digital color copier) directly in half. What would be your all-inclusive charge to crease this stock prior to folding:

Crease 500	Crease 1,000	Crease 2,500	Crease 5,000
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**4. Typical Perfining** - You must perf (1 perf) the following quantities of an 8.5x11 100# cover stock. The perf will perf directly in the middle of the 8.5 x 11 cardstock producing two 5.5 x 8.5 sections. (If you would first run this 2-up on 11 x 17" perf and then cut in half is up to you.) We are only interested in the total charge for perfining the total number of sheets indicated.

Perf 500	Perf 1,000	Perf 2,500	Perf 5,000	Perf 10,000
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

## PART 4: Manual Collating & Gathering

**1. Hand-collating/gathering & Method of Charging:** Assuming the job cannot be done online using a digital copier with an inline booklet maker, what would you typically charge to hand-gather the following number of *pre-folded* 8.5 x 11" sheets:

500 each of six 8.5 x 11 folded sheets gathered collated (3,000 total sheets)	1,000 each of six 8.5 x 11 folded sheets gathered collated (6,000 total sheets)	2,500 each of six 8.5 x 11 folded sheets gathered collated (15,000 total sheets)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**2. Bindery Hourly & Price/M Rates** - If you charge an hourly or price per M rate for hand-work such as above, please enter it here. (whole dollars only)

Hourly Rate	Per M Pickups	Set-up Charge (if any) for hand-work?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**3. Estimated Speeds** - Please indicate how many flat or folded 4-page signatures (finished size 5.5 x 8.5" or 8.5 x 11") you estimate can be hand-gathered or hand-collated per hour?

Number of flat sheets/hr.	Number of folded sigs/hr.
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

## PART 5: Machine Collating & Gathering

**1. Basic Machine Collating Charges\*** - Assuming you have 500 each of 10 origs, what would you charge to collate them together into finished sets? (Answer all that apply)

1-Time Set-up fee?	Charge Per Bin?	Min Collate Chg (if any)	Collate Chg Per M	Collating Hourly Charge	Est'd Total Sheets/Hour
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

*\*Provide prices only for off-line equipment; Collating in-line on digital printers are covered later.*

## PART 5: Machine Collating & Gathering - *continued*

**2. Machine Collating Charges (Off-line)** - Your all-inclusive price, including all minimums and set-up fees, to collate the following combinations of sheets on an **OFF-LINE** collator. Do not include stapling: (Whole \$\$ only)

Collate 250 of 10 (total sheets 2,500)	Collate 500 of 10 (total sheets 5,000)	Collate 1,000 of 10 (total sheets 10,000)	Collate 5,000 of 10 (total sheets 50,000)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**3. Does the device noted in question #2 above staple or stitch in-line?**

Yes    No

**4. In-Line Stapling/Stitching** - If "Yes" to question #3, how much would you charge to collate and corner staple (in-line) the following quantities (include all set-up and min. fees where applicable):

Collate & corner staple 250 ea. of 10 (total sheets 2,500)	Collate & corner staple 500 ea. of 10 (total sheets 5,000)	Collate & corner staple 1,000 ea. of 10 (total sheets 10,000)	Collate & corner staple 5,000 ea. of 10 (total sheets 50,000)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**5. In-Line Collating and Booklet Folding & Stapling/stitching** - If "Yes" to question #3, how much would you charge to collate, fold and staple/stitch into booklets in the following quantities. (Include all set-up and min. fees where applicable):

Collate, fold and stitch 250 booklets (250 ea. of 10 sheets - total sheets 2,500)	Collate & corner staple 500 booklets (500 ea. of 10 sheets - total sheets 5,000)	Collate & corner staple 1,000 booklets (1,000 ea. of 10 sheets - total sheets 10,000)	Collate & corner staple 5,000 booklets (5,000 ea. of 10 - total sheets 50,000)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**6. Off-line Stapling/Stitching** - If you must staple or stitch off-line, how much do you charge per staple, for corner or saddle stitching?

Price Per staple – corner stapling

Price Per staple – booklet stapling

## PART 6: Basic Cutting Charges

**1. Cutting Charges** - Please provide the following:

Cutting Set-up Charges (if any):	Minimum Cutting Charge (if any):	Hrly Cutting Charge (if any):	Charge Per Cut - Your charge per each blade cut:	Average sheets (text weight) per cut/lift:	Average sheets (cover weight) per cut/lift:
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**2. Round-Cornering** - Do you offer or provide (in-house) round cornering services?

Yes    No

**3. Round-Cornering Charges** - If "Yes" to question #1 above, what would you charge to-round corner all **FOUR CORNERS** of a 3 x 5" or similar size card for each of the quantities listed below:

Qty. 250	Qty. 500	Qty. 1M
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**PART 7: Specialized Binding Services**

It is not necessary or required to provide answers for all binding methods. Simply provide us with prices for your most common binding methods and leave the rest blank.

**Binding Methods** - Please provide your price per book (8.5x11) for each of the methods, at the quantities and coil size indicated. Size indicates the size of the coil or binding being used, not the document or book. *(Leave blank if you do not offer the specific binding service)*

**1. Plastic Coil - Enter your price PER BOOK (Binding Charge Only)**

	1/4" Size	1/2" Size	1" Size	1.5" Size
25 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**2. Wire-O - Enter your price PER BOOK (Binding Charge Only)**

	1/4" Size	1/2" Size	1" Size	1.5" Size
25 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**3. GBC - Enter your price PER BOOK (Binding Charge Only)**

	1/4" Size	1/2" Size	1" Size	1.5" Size
25 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100 Books (price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500 Books (price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4. Tape Binding - Enter your price PER BOOK (Binding Charge Only)**

	"Small" Size	"Medium" Size	"Large" Size
25 Books (Price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>
100 Books (price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>
500 Books (price/book)	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PART 8: 1, 3 & 5-Hole Drilling Prices

**1. Standard Drilling Charges** - Please provide, where ever possible, your charges for the following functions as they relate to 3-hole drilling 8.5x11 60# stock:

Min drilling charge	Set-up Chg. Per Hole (if any)	Hourly Drilling Chg (if any)	Est'd Sheets Drilled/Hour
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**2. Drilling Charges** - Please provide your total charge, including any set-up chgs., to drill following quantities with the indicated number of holes: (Enter total price for quantity indicated... i.e. \$16.75 as 16.75)

	Drill 1,000 Sheets	Drill 5,000 Sheets	Drill 10,000 Sheets
1-hole	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3-hole	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5-hole	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**3. 3-Hole on Digital Copiers** - Does your digital copier 3-hole punch in-line?

Yes    No

If "Yes" the question above, please enter your charges:

Min. set-up fee	Chg./M for 3-hole punching
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

## PART 9: Regular & NCR Padding Charges

**1. Standard Padding Charges** - Your all-inclusive **total price** (including Chipboard) to pad the following quantity of pads in the sizes indicated. Assume 100 sheets per pad:

**PLEASE ENTER TOTAL PRICE TO PAD**

	4.5 x 5.5" Pads	5.5 x 8.5" Pads	8.5 x 11" Pads
25 Pads	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
100 Pads	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
500 Pads	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
1,000 Pads	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**2. NCR Padding** – Do you or your estimating system charge separately for padding carbonless paper?

Yes    No

**3. If YES to question #2 above, please answer the following:**

Minimum NCR Padding Charge (if any)	Price Per M sheets
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

# PART 10: Digital Numbering Charges

**1. Digital vs. Crash Numbering** - Assuming you offer some form of numbering services (digital or letterpress/crash) what percent of those jobs would be numbered on the following:

Crash/Impact Numbering (letterpress/Rollem/Count, etc.) Percent?	<input type="text"/>
Digital Numbering Percent?	<input type="text"/>
Total	<input type="text"/>

**2. Digital Numbering on Copier?** - Do you use your digital copiers (color or B&W) to sequentially number cards, coupons or other forms?

Yes  No

**3. Software for Numbering on Copier?** - Enter the name of the software you use:

Software

**4. Which Copiers** - If "Yes" to question #2, please indicate which copiers you use:

B&W Digital Copier  Color Copier  We use both

**5. Numbering Charges** - If "Yes" to question #2, please provide your additional charges for the following. Answer all that apply:

	Min Chg (if any)	Set-up Chg. (if any)	Chg. Per 1,000 #'s
(a) Numbering charges on B&W Digital Copier:	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Numbering charges on Color Digital Copier:	<input type="text"/>	<input type="text"/>	<input type="text"/>

**6. Sample Pricing** - What would be your charge, including any set-up and min. charges, to number the following jobs: (answer only if you charge extra)

**(a) Raffle Tickets** - Extra or additional charge, if any, to add two numbers per 2x7" raffle Ticket, set 5-up on 8.5x11:

250 (finished) Tickets - 50 sheets	500 (finished) Tickets - 100 sheets	1000 (finished) Tickets - 200 sheets
<input type="text"/>	<input type="text"/>	<input type="text"/>

**(b) NCR Forms** - Extra or additional charge, if any, to imprint one number on 8.5x11" 2-P NCR form on digital copier:

250 2-P Sets	500 2-P Sets	1000 2-P Sets
<input type="text"/>	<input type="text"/>	<input type="text"/>



## PART 11: Crash/Impact/Letterpress Numbering Charges

### 1. Your Charges for Crash/Impact/Letterpress Numbering Services?

Hourly Charge (if any)	Min Chg (if any)	Set-up Chg. (if any)	Chg. Per M #'s
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

### 2. Numbering Charges - Total charge, including set-up and make-ready, to imprint **one number** on a 2-part 8.5 x 11 NCR form for the following quantities:

500	1M	5M	10M
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

### 3. Numbering Charges - Total charge, including set-up and make-ready, to crash imprint **2-numbers** on a 8.5x11 NCR form? Final form is 5.5 x 8.5" and is being printed 2-up. (Whole \$ Only)

500	1M	5M	10M
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

## PART 12: Off-Line Booklet Making Charges

**Please note that all questions in this survey are asking for bindery only charges. Do not include charges for printing or copying services.**

**All-Inclusive Booklet Charges** - Your total charges, for the size and quantities noted, to gather/collate, fold and staple (off-line) the following size booklets or newsletters. Do not include charges for face trims.

### 1. Newsletters – Finished Size 5.5 X 8.5"

PLEASE ENTER TOTAL PRICE (BINDERY CHARGES ONLY) NOT PER NEWSLETTER

	500 Newsletters	1,000 Newsletters	2,500 Newsletters
12-Pages (3) 8.5 x 11s	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
24-Pages (6) 8.5 x 11s	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
48-Pages (12) 8.5 x 11s	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

### 2. Newsletters – Finished Size 8.5 X 11"

PLEASE ENTER TOTAL PRICE (BINDERY CHARGES ONLY) NOT PER NEWSLETTER

	500 Newsletters	1,000 Newsletters	2,500 Newsletters
12-Pages (3) 11 x 17s	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
24-Pages (6) 11 x 17s	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
48-Pages (12) 11 x 17s	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

### 3. Face-Trimming Only - Assuming client requests books to be face-trimmed, what method best describes what you would use?

- Face-Trim on Cutter   
  Face-Trim, in-line on Booklet Maker   
  Utilize our 3-Knife Trimmer

## PART 12: Off-Line Booklet Making Charges - *continued*

**4. Auto-Trimming** - If you face-trim in line (choices 2-3 above) how much extra would you charge per book? (Assume 48-page/12 sigs for this example.) If you don't charge extra to face-trim, please enter "0."

Min. Charge	Face Trim Charge <b>Per Book</b>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**5. Books Per Lift** - Assuming trimming must be done offline on cutter, how many of the following books (see size) would you normally face-trim per stack? (Assume books are self-covers and utilize 60# Offset.)

	Number of Books/Lift	Charge To Trim Ea. Book
24-P Books Per Cut	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
32-P Books Per Cut	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
64-P Books Per Cut	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

## PART 13: Digital Copier Booklet Making Charges

**Please note that all questions in this survey are asking for bindery only charges. Do not include charges for printing or copying services.**

**Booklet Charges** - Assuming your copier is capable of producing saddle-stitched booklets (5.5x8.5 or 8.5x11) finished size, please answer the following (assume no bleeds):

**1. Charge Extra** - Do you charge extra (in addition to copying charges) to produce booklets in-line?

Yes, we charge extra   
  No, we do not charge extra

**2. Newsletter Charges** - If you charge extra, what would your charge (Bindery Charges Only) be to produce the following quantities:

<b>(a) Newsletters, 5.5 x 8.5 Final Size</b>	500 Newsletters	1,000 Newsletters	2,500 Newsletters
12-Pages (3) 8.5 x 11s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
24-Pages (6) 8.5 x 11s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
48-Pages (12) 8.5 x 11s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<b>(b) Newsletters, 8.5 x 11 Final Size</b>	500 Newsletters	1,000 Newsletters	2,500 Newsletters
12-Pages (3) 11 x 17s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
24-Pages (6) 11 x 17s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
48-Pages (12) 11 x 17s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**PART 14: Folding on Digital Copiers - *continued***

**1. Folding on Copier** - Indicate if either of your copiers are capable of folding (1/2 or tri-fold) on-line:

- (a) Our B&W copier can fold in-line:  Yes  No
- (b) Our color copier can fold in-line:  Yes  No

**2. Extra Charge?** - Do you charge extra to fold copies produced in-line on your digital B&W or Color Copier:

- Yes  No

**3. Your Charges** - If "Yes" to question #2 above, what would be your additional charge to letter-fold the following quantities of 60# offset on your copier:

100 sheets	500 sheets	1M sheets	2.5M sheets
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**PART 15: Traditional Folding**

**1. Please indicate the primary type of folder you use for most of your folding tasks:**

- Table-top folder
- Floor Model Folder (straight only)
- Floor Model with side-gate

**2. Basic Folding Charges 8.5 x 11"** – Please provide the following as it pertains to basic folding services:

Minimum Folding Chg.	Set-up Chg.	Hourly Chg. (if any)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**3. Basic Letter-folding (Offset)** – What is your charge to letter-fold 8.5 x 11" 60# offset in the following quantities. (include all min. and set-up charges as well)

500 sheets	1,000 sheets	5,000 sheets	10,000 sheets
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**4. Basic Letter-folding (Coated)** – What is your charge to letter-fold 8.5 x 11" 100# Coated in the following quantities. (include all min. and set-up charges as well)

500 sheets	1,000 sheets	5,000 sheets	10,000 sheets
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**5. Basic Right-Angle Folding Charges 11 x 17" to #10** – Please answer the following as it pertains to basic folding an 11 x 17" sheet (one pass) down to #10 size:

Minimum Folding Chg.	Set-up Chg.	Hourly Chg. (if any)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**6. Right Angle Folding Charges (offset)** - What is your charge to right-angle fold 11 x 17" 60# offset to #10, in the following quantities. (include all min. and set-up charges as well)

500 sheets	1,000 sheets	5,000 sheets	10,000 sheets
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**7. Right Angle Folding Charges (coated)** - What is your charge to right-angle fold 11 x 17" 100# coated to #10, in the following quantities. (include all min. and set-up charges as well)

500 sheets	1,000 sheets	5,000 sheets	10,000 sheets
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

## PART 16: Perfect Binding

### 1. Perfect Binding In-House? - Do you offer perfect binding services in-house?

Yes    No

### If "Yes" to the question above, please provide pricing for the following:

Min Chg. (if any)	Set-up Chg. (if any)	Hourly Chg. (if any)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

### 2. Perfect Binding - Please enter your total price PER BOOK to Perfect Bind and trim 3-sides of the following quantities & sizes of books:

<b><u>(a) Finished Size 5.5 x 8.5</u></b>	100 Books	250 Books	500 Books	1,000 Books
1/4" Thick Books	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
1/2" Thick Books	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
1" Thick Books	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<b><u>(b) Finished Size 8.5 x 11</u></b>	100 Books	250 Books	500 Books	1,000 Books
1/4" Thick Books	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
1/2" Thick Books	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
1" Thick Books	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

## PART 17: Company Data

### To receive your FREE Bindery Study, you must answer all questions. Use upper & lower case. Thank you for your participation.

Company Name	<input style="width: 100%; height: 20px;" type="text"/>
Email Address	<input style="width: 100%; height: 20px;" type="text"/>
Last Name	<input style="width: 100%; height: 20px;" type="text"/>
First Name	<input style="width: 100%; height: 20px;" type="text"/>
Mailing Address	<input style="width: 100%; height: 20px;" type="text"/>
City	<input style="width: 100%; height: 20px;" type="text"/>
State	<input style="width: 100%; height: 20px;" type="text"/>
ZIP	<input style="width: 100%; height: 20px;" type="text"/>
Phone #	<input style="width: 100%; height: 20px;" type="text"/>

Deadline for Submitting Your Survey - March 31, 2018