



EXTENDED-HOURS DOCUMENT PRINTING

Services & Price Guide

ONLINE REQUESTS ACCEPTED 24/7 | WEEKDAY FULFILLMENT GENERALLY BEGINS AFTER 6 PM

STANDARD PRINTING PRICES

B&W LETTER

\$0.25

per printed page

B&W LEGAL

\$0.30

per printed page

COLOR LETTER

\$0.75

per printed page

COLOR LEGAL

\$0.85

per printed page

\$10 MINIMUM PRINTING ORDER

HOW STANDARD PRICING WORKS

- Pricing is based on printed sides, not physical sheets.
- Double-sided printing uses fewer sheets, but each printed side is still counted as a printed page.
- Mixed B&W and color documents are billed according to the actual pages printed in each format.

EXTENDED-HOURS & CONVENIENCE FEES

Standard Evening Service	Included	Regular weekday fulfillment after 6 PM
Late-Night Service	Starting at \$10	Later-evening requests; subject to availability
Emergency Late-Night Service	Starting at \$20	Very late requests; subject to availability
Rush Printing	Starting at \$10	Priority turnaround when available
Scheduled Pickup	Included	Pickup information provided after confirmation
Local Delivery	Custom Quote	Based on distance, timing, order size, and availability
Bulk & Large-Volume Printing	Custom / Volume	250+ printed pages; advance submission recommended

Final pricing and availability are confirmed before printing begins.



PRINTING SERVICES

What We Print & How Services Are Priced

STANDARD DOCUMENT PRINTING

Use the standard per-page prices on Page 1 for ordinary letter- and legal-size document printing.

PERSONAL & SCHOOL

Standard page rates

School forms, applications, schedules, assignments, personal forms, travel documents, and other everyday document needs.

BUSINESS & PROFESSIONAL

Standard page rates

Business documents, reports, presentations, handouts, forms, informational materials, and professional document sets.

REAL ESTATE & SIGNING

Quote for large/special jobs

Loan packages, borrower copies, mixed letter/legal sets, multiple sets, real estate documents, and time-sensitive signing materials.

BULK & LARGE-VOLUME PRINTING

WHEN DOES BULK PRICING APPLY?

Orders of 250+ printed pages may qualify for custom or volume pricing. This may include multiple sets, training materials, school packets, forms, presentations, business documents, signing packages, and other standard letter- or legal-size documents.

Advance submission is recommended for large-volume orders.

AVAILABLE PRINTING OPTIONS

Paper sizes:	Letter 8.5" x 11" and Legal 8.5" x 14"
Print style:	Single-sided or double-sided
Color:	Black & white, color, or a combination
Copies:	Single copies or multiple complete sets
Mixed-size documents:	Letter and legal pages may be included in the same order
Special instructions:	Different pages may use different settings when clearly identified

WHEN A CUSTOM QUOTE IS USED

- 250+ printed pages or large-volume orders
- Notary/signing-agent packages with multiple sets
- Mixed B&W and color jobs with complex page instructions
- Different copy counts for different files
- Local delivery
- Requests with unusual turnaround requirements



BEFORE YOU SUBMIT

File Preparation, Order Steps & Important Information

PREPARE YOUR FILES

PDF recommended	PDF generally preserves formatting most consistently.
Send the final version	Documents are printed as submitted.
Remove passwords	Password-protected or inaccessible files cannot be printed.
Give clear instructions	Identify page numbers when different pages need different settings.

SPECIAL INSTRUCTION EXAMPLE

Pages 1-4: Color | Pages 5-30: B&W | Page 31: Color

HOW YOUR ORDER WORKS

- 1 SUBMIT** Upload your completed files and choose your printing preferences.
- 2 REVIEW** SheSecures reviews page count, paper size, color, copies, deadline, pickup/delivery, and special instructions.
- 3 CONFIRM** You receive availability, final pricing, and estimated completion time.
- 4 PAY & PRINT** Printing begins after the request is accepted and any required payment is received.
- 5 RECEIVE** Receive your order using the confirmed pickup or delivery method.

NOT CURRENTLY OFFERED

- Professional photo printing
- Large-format printing
- Posters and banners
- Binding and book production
- Specialty finishing or specialty paper
- Document design, editing, preparation, or legal review

DOCUMENT PRIVACY

Uploaded files may contain personal or confidential information. SheSecures uses submitted files only as reasonably necessary to review and fulfill the requested printing service. Please review the Document Handling & File Privacy Policy on the website for additional information.

READY TO SUBMIT A PRINTING REQUEST?

www.shesecures.net/extended-hours-printing

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