



Virginia Correctional Enterprises

3600 Woods Way, State Farm, Virginia 23160

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Standard Product Price Sheet

Prices valid December 2024

Additional Charges:

- Processing / Typesetting fee \$36.00 Each – Applies to “new” items never before ordered, previously ordered items requiring changes, and items that have not been printed within the last 2 years.
- Proof fee \$11.65 Each – Optional when not required. Required when ordering quantities of 25,000 or more, and when the processing fee is required.
- Printing second side, please add 25% to unit price
- Perforation, please add \$6.00 per 1,000
- Numbering, please add \$6.00 per 1,000

Please contact us at [VCE Print@vadoc.virginia.gov](mailto:VCEPrint@vadoc.virginia.gov) for pricing on printing needs not listed on this sheet.

ENVELOPES

Minimum order is 500. Order in increments of 500.

Prices reflect cost per Box (500 per box)

#9 White Wove Envelopes 24# - (3 7/8" x 8 7/8")

INK COLOR	ITEM CODE	1 to 8 boxes	9 to 20 boxes	21 to 50 boxes	51 to 100 boxes	101 to 150 boxes	151 boxes & Up
BLACK	99EN 0471 BK	\$39.00	\$26.00	\$24.00	\$22.00	\$20.00	\$19.00
REFLEX BLUE	99EN 0471 RF	\$39.00	\$26.00	\$24.00	\$22.00	\$20.00	\$19.00
SPECIAL	99EN 0471 SP	\$42.00	\$29.00	\$27.00	\$25.00	\$23.00	\$22.00
2 COLOR	99EN 0471 2C	\$49.00	\$36.00	\$34.00	\$32.00	\$30.00	\$29.00

#10 White Wove Envelopes 24# - (9 1/2" x 4 1/8")

INK COLOR	ITEM CODE	1 to 8 boxes	9 to 20 boxes	21 to 50 boxes	51 to 100 boxes	101 to 150 boxes	151 boxes & Up
BLACK	99EN 0469 BK	\$40.00	\$27.00	\$26.00	\$23.00	\$21.00	\$20.00
REFLEX BLUE	99EN 0469 RF	\$40.00	\$27.00	\$26.00	\$23.00	\$21.00	\$20.00
SPECIAL	99EN 0469 SP	\$43.00	\$30.00	\$29.00	\$26.00	\$24.00	\$23.00
2 COLOR	99EN 0469 2C	\$50.00	\$37.00	\$36.00	\$33.00	\$31.00	\$30.00

#10 White Wove Window Envelopes 24# - (9 1/2" x 4 1/8")

INK COLOR	ITEM CODE	1 to 8 boxes	9 to 20 boxes	21 to 50 boxes	51 to 100 boxes	101 to 150 boxes	151 boxes & Up
BLACK	99EN 0472 BK	\$43.00	\$29.00	\$28.00	\$25.00	\$22.00	\$21.00
REFLEX BLUE	99EN 0472 RF	\$43.00	\$29.00	\$28.00	\$25.00	\$22.00	\$21.00
SPECIAL	99EN 0472 SP	\$46.00	\$31.00	\$30.00	\$27.00	\$25.00	\$24.00
2 COLOR	99EN 0472 2C	\$53.00	\$39.00	\$38.00	\$35.00	\$32.00	\$31.00

LETTERHEAD and FORMS

Minimum order is 1,000. Order in increments of 500 after first 1,000.

Prices reflect cost per 1,000 sheets

#1 White Bond 24# - 8 1/2" x 11" - No Watermark

(If Watermark is Desired Please Contact VCE Print Shop For A Quote)

INK COLOR	ITEM CODE	1,000 - 4,000	4,500 - 10,000	10,500 - 25,000	25,500 - 50,000	50,500 - 75,000	75,500 & Up
BLACK	99ST BK 0348	\$78.00	\$50.00	\$48.00	\$34.00	\$34.00	\$32.00
REFLEX BLUE	99ST RF 0348	\$78.00	\$50.00	\$48.00	\$34.00	\$34.00	\$32.00
SPECIAL	99ST SP 0348	\$80.00	\$53.00	\$50.00	\$37.00	\$36.00	\$34.00
2 COLOR	99ST 2C 0348	\$96.00	\$69.00	\$66.00	\$53.00	\$53.00	\$50.00

#4 White Bond 20# - 8 1/2" x 11"

INK COLOR	ITEM CODE	1,000 - 4,000	4,500 - 10,000	10,500 - 25,000	25,500 - 50,000	50,500 - 75,000	75,500 & Up
BLACK	99ST BK 4258	\$77.00	\$49.00	\$47.00	\$33.00	\$33.00	\$31.00
REFLEX BLUE	99ST RF 4258	\$77.00	\$49.00	\$47.00	\$33.00	\$33.00	\$31.00
SPECIAL	99ST SP 4258	\$79.00	\$52.00	\$49.00	\$36.00	\$35.00	\$33.00
2 COLOR	99ST 2C 4258	\$95.00	\$68.00	\$65.00	\$52.00	\$52.00	\$49.00

CARBONLESS FORMS

Minimum order is 1,000. Order in increments of 500 after first 1,000.

Prices reflect cost per 1,000 sets

8 1/2" x 11" - 2 PART SETS - WHITE / CANARY

INK COLOR	ITEM CODE	1,000 - 4,000	4,500 - 10,000	10,500 - 25,000	25,500 - 50,000	50,500 - 75,000	75,500 & Up
BLACK	992P BK 2938	\$172.00	\$139.00	\$133.00	\$130.00	\$126.00	\$122.00
2 COLOR	992P 2C 2938	\$217.00	\$183.00	\$178.00	\$174.00	\$169.00	\$165.00

8 1/2" x 11" - 3 PART SETS - WHITE / CANARY / PINK

INK COLOR	ITEM CODE	1,000 - 4,000	4,500 - 10,000	10,500 - 25,000	25,500 - 50,000	50,500 - 75,000	75,500 & Up
BLACK	993P BK 2939	\$215.00	\$173.00	\$166.00	\$161.00	\$157.00	\$152.00
2 COLOR	993P 2C 2939	\$268.00	\$227.00	\$220.00	\$215.00	\$210.00	\$205.00

8 1/2" x 11" - 4 PART SETS - WHITE / CANARY / PINK / GOLDENROD

INK COLOR	ITEM CODE	1,000 - 4,000	4,500 - 10,000	10,500 - 25,000	25,500 - 50,000	50,500 - 75,000	75,500 & Up
BLACK	994P BK 2940	\$295.00	\$237.00	\$228.00	\$221.00	\$213.00	\$206.00
2 COLOR	994P 2C 2940	\$370.00	\$312.00	\$304.00	\$297.00	\$289.00	\$282.00

8 1/2" x 11" - 5 PART SETS- WHITE / GREEN / CANARY / PINK / GOLDENROD

INK COLOR	ITEM CODE	1,000 - 4,000	4,500 - 10,000	10,500 - 25,000	25,500 - 50,000	50,500 - 75,000	75,500 & Up
BLACK	995P BK 2941	\$382.00	\$305.00	\$295.00	\$287.00	\$277.00	\$268.00
2 COLOR	995P 2C 2941	\$475.00	\$398.00	\$388.00	\$380.00	\$370.00	\$362.00