



Business Center Handling and Shipping Fees

HOURS: MONDAY-FRIDAY, 8AM-4PM

INCOMING PACKAGES

Envelopes & Boxes

Up To 1 Pound	\$2.00 each
1-10 Pounds	\$10.00 each
10-20 Pounds	\$15.00 each
20-30 Pounds	\$20.00 each
30-50 Pounds	\$25.00 each
Over 50 Pounds	\$1.00/ pound

Pallet/Crate \$350.00 each

Delivery Fee Up to \$70 per delivery with advanced notice

OUTGOING PACKAGES-PER BOX

Pre-labeled

No Charge up to 10lbs

Up to 10 pounds	\$5.00 plus shipping fee
10-20 pounds	\$10.00 plus shipping fee
20-30 pounds	\$15.00 plus shipping fee
30-50 pounds	\$20.00 plus shipping fee
Over 50 Pounds	\$1.00/ pound

Pallet/Crate \$250.00 each

Pick up Fee Up to \$70 per pickup with advance notice

STORAGE FEES PER PACKAGES HOLDING LONGER THAN 10 DAYS

Up To 1 Pound	\$5.00 each day
1-20 Pounds	\$10.00 each day
20-30 Pounds	\$15.00 each day
30-50 Pounds	\$20.00 each day
Over 50 Pounds	\$25.00 each day
Pallet/Crate	\$50.00 each day

COPIES PER PAGE:

Boarding Pass

No Charge

1-50 Impressions	B/W .50 and Color \$1.00
51+ Impressions	B/W .50 & \$5.00 fee
51+ Impressions	Color \$1.00 & \$5.00 fee

LAMINATING SERVICES

Starting at \$8.00 per page

EQUIPMENT RENTAL

\$10.00 per 30 minutes

SCANNING

\$.50 per page

STAMPS

\$.78 each

DELIVERIES & PICK-UPS MAY NOT BE GUARANTEED WITH LESS THAN 24 HOURS NOTICE.



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RETAIL ITEMS AVAILABLE FOR PURCHASE

Standard Envelope	\$0.25
Small Padded Envelope	\$1.49
Large Padded Envelope	\$1.99
Small Notebook	\$9.99
USB/Apple Charging Cord	\$7.99
USB/C Charging Cord	\$7.99
Dual USB/C Charging Block	\$14.99
USB Thumb Drive	\$5.99
Dual USB Charging Block	\$6.99
Packing Tape	\$5.99
Scissors	\$9.99
Multi-Color Highlighter pack	\$5.99
Black Permanent Marker	\$1.99
First Aid Kit (travel size)	\$5.99

USPS FLAT RATE SHIPPING AVAILABLE

Envelope	\$11.95 plus handling fee
Small Box	\$12.65 plus handling fee
Medium Box	\$22.95 plus handling fee
Large Box	\$31.50 plus handling fee

EXTENDED HOURS AVAILABLE WITH ADVANCED NOTICE MINIMUM 72 HRS. ADVANCED NOTICE REQUIRED

\$75.00 per hour per person
3 hour minimum Saturday & Sunday

QUIET MEETING SPACE \$50.00 per hour

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