



PRINTING SERVICES

Hours of Operation:
Monday - Friday
7am to 4pm

3004 Atkinson Ave.
Killeen, TX 76543
Phone: 254-336-0576

Email all files to
DL-PrintShop@killeenisd.org



Paper makes studying stick.

Focus. Retention. Comprehension. They all improve when paper is part of study habits. Research shows that taking notes by hand activates the brain in a way that leads to deeper engagement and better recall. Learn more at howlifeunfolds.com/learn.

 **Paper & Packaging**[®]
How life unfolds.



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From the Makers of Paper and Packaging

Products & Services

Cards

- Business Cards
- Greeting Cards
- Holiday Cards
- Invitations
- Post Cards
- Thank You Cards

Stationary

- Calendars
- Custom Envelopes
- Notepads
- Spiral Notebooks
- Combed Notebooks
- Labels

Advertising

- Banners
- Brochures
- Event Tickets
- Flyers
- Programs
- Posters
- Yard Signs

Documents

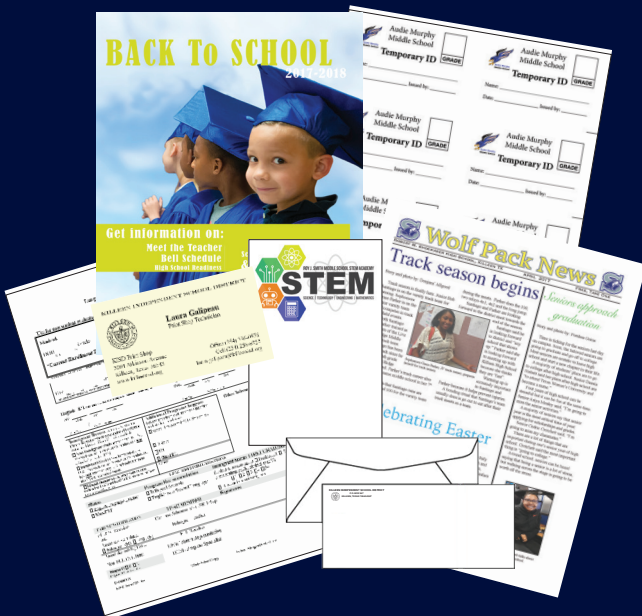
- NCR (Carbonless Copy)
- Awards
- Annual Reports
- Certificates
- Letter Heads

Decals

- Temporary IDs
- Labels
- Stickers
- Window Decals
- Floor Decals

Other

- Handbooks
- Manuals
- Photo Prints
- Magnets
- Signs
- Table Tents
- & More



Printing: Choose between Desktop, Campus Media Center, & KISD Print Shop

Different printing projects can require different printing methods. For example, printing to a desktop printer is inexpensive if you need only a few copies. Because the cost per copy doesn't decrease with the increase in the number of copies on a desktop printer, printing projects that require many copies can be less expensive when done by the Campus Media Center or the District Print Shop.

Besides cost, consider also quality, schedule, paper, and binding and finishing options.

Choose among desktop, Campus Media Center, and KISD Print Shop

Use the following table to help you determine which printing method your publication requires. Also discuss your project with the printing professional in the Print Shop. The services that are offered will vary.

| Options | Characteristics | Desktop | Campus Media Center | KISD Print Shop |
|---------------------------|--|---------|---------------------|-----------------|
| Quantity | 1-50 copies | X | | |
| | 25-200 copies | | X | X |
| | 200 or more copies | | | X |
| Schedule | Need it in minutes | X | ? | |
| | Need it in hours <small>(Please call or email ahead of time)</small> | | X | X |
| | Need it in a day or more <small>(Please call or email ahead of time)</small> | | | X |
| Paper | Limited stock, sizes | X | X | |
| | Wide range of sizes, weights, finishes | | | X |
| Binding, finishing | Limited to pre-cut or pre-made labels | X | X | |
| | Simple binding, folding | | X | |
| | Special-purpose inks, such as metallic and varnish | | | X |
| | Capabilities vary widely by printer | | | X |

Job Setup & Submission



- All files need to be submitted in **both** .pdf format and the original file format (i.e. docx, .xlsx, .pub, .indd, .ai, .psd, etc.)
- Job will not be started until both print request and print ready .pdf files are received by the Print Shop.
- The Print Shop will make limited changes to files. If changes are needed a proof will be sent to the contact provided on the Print Request. Once approved, the Print Shop is no longer liable for mistakes
- All files need to have a margin or safe zone of at least 0.325"
- All books must have pages in multiples of 4

*See the Print Shop Guidelines, located on the KISD website, for additional information

Request for Printing

Step-by-Step instructions on How to use this form can be found on the KISD Print Shop Website

Contact information for person to be contacted if there are any questions

Must remain Digital & Fillable at all times!!!

Your 3 Digit Org Number

Number of pages in original document

Size of document when completely finished

Date needed
(Please allow 2 weeks time for large quantities or jobs that require paper not kept in stock)

REQUEST FOR PRINTING

Job No. Print Shop Use Only!

School, Department, Or Organization Organization #

PRINTING SERVICES

REQUESTED BY PHONE NUMBER

EMAIL ADDRESS @killeenisd.org NEEDED BY DATE?

Job Description

JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING

NO. OF COPIES ONE-sided printing Mixed one-and two-sided printing (please send sample for us to follow)

NO. OF PAGES TWO-sided printing

FINISHED SIZE COLOR BLACK & WHITE

EMAIL FILES TO DL-PRINTSHOP@KILLEENISD.ORG If both please explain in notes section

PAPER

STANDARD WHITE COLOR (specify)

CARDSTOCK WHITE COLOR (specify)

CARBONLESS 2-PART (W/Y) 3-PART (W/Y/P) 4-PART (W/Y/P/GOLD)

SPECIALTY PAPER (specify)

FINISHING SERVICES

STAPLE CHECK ONE ONE IN CORNER TWO ON SIDE SADDLE STITCH

BINDING CHECK ONE PLASTIC COIL COMB BINDING

3 HOLE PUNCHED

PADDING: Number of sheets per pad _____

FOLDING CHECK ONE HALF THIRDS (letter) IF OTHER FOLD, PLEASE CONTACT PRINT SHOP

OTHER BINDERY INSTRUCTIONS

NOTES

ADDITIONAL NOTES/SPECIAL INSTRUCTIONS

Any additional information (i.e. Color cover, black & white insides)

New/Revised File Use version already on file at Print Shop

DELIVERY TRANSPORTATION DELIVERY CUSTOMER PICK UP

Price Estimate

\$ _____

PRINT SHOP USE ONLY:

B & W Impressions: _____

Color Impressions: _____

Materials: \$ _____

Plates: \$ _____

Ink: \$ _____

Typesetting: \$ _____

Binding: \$ _____

Padding: \$ _____

Boxes: \$ _____

Final Total: \$ _____

PRINT SHOP USE ONLY!

Blank Print Request needs to first be saved to computer and then completed in either Adobe Reader or Adobe Acrobat. After being fully completed you will need to save and attach as a fillable pdf form to the TEAMS Check Request.

For reference use only. Pricing can be found on the KISD Print Shop Website or in the Printing Services Booklet

Check Request for Printing

to Submit a Print and Check Request
KISD Print Shop web page.

The screenshot shows a web form titled "Check Request Details". It is divided into several sections:

- Check Request Details:** Contains fields for Fiscal Year (2020), Category (Print Shop), Vendor (Killeen ISD Print Shop - 99251), Remit To (Killeen ISD Print Shop), Supporting Documentation (Attached), Requestor (redacted), Route Check (Send to Vendor), Need Separate Check? (checkbox), W-9 Status, and Attachment (header) (no attachment).
- Check Request Line Items:** Shows a table with one line item: Invoice Number 0001, Amount 1.00, Description Example of Check Request, and Accounts 199.12, 100.0%, 99.000 - 100.0%. Below the table is a Total Check Request Amount of \$1.00 and an "Add Invoice" button.
- Check Request Line Item Attachment(s):** Includes an "Upload" button and a "Drop files here" area with the instruction "Drop files here or use the Upload button to attach."

At the bottom of the form are "Submit" and "Save as Incomplete" buttons.

Check Request Details

1. Fiscal Year:
2. Category: Print Shop
3. Select Vendor - Killeen ISD Print Shop
4. Supporting Document - Attached
5. Needed by: (Date you are needing job completed by)
6. Requester
7. Event Date: (Date you submit request)
8. Route Check - Send to Vendor
9. Justification: Print Request
10. Need Separate Check?- UNCHECK

Check Request Line Items

1. Invoice Number: (Invoice number will be assigned by print shop after order is received. **Please fill in with 0001, 0002, 0003, etc. Each Line must have a different number.**)
2. Amount: Price Estimate (Use prices on back cover to estimate your job costs)
3. Job Description
4. Budget Code to be charged
(To add multiple Print Requests to Check Request click Add Invoice)

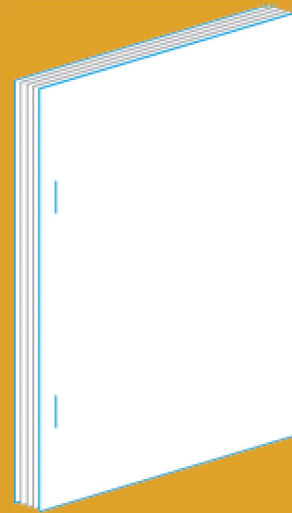
Check Request Line Item Attachment(s)

- NOTE: Each Line needs to have a Print Request Attached to it**
1. Attach Request for Printing form (Located on the KISD Printing Services website)
 2. Submit for approval

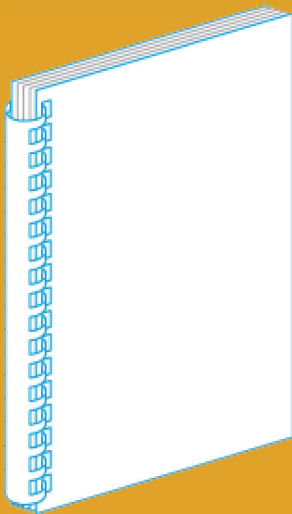
Choosing the Right Binding



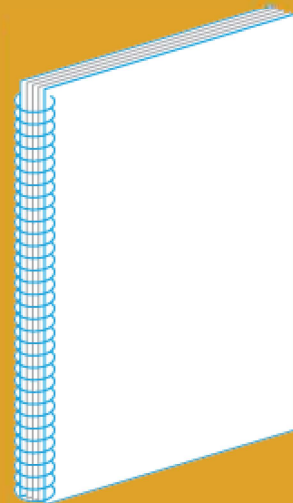
Saddle Stitch
(8-80 Pages)



Side Stitch
(2-300 Pages)

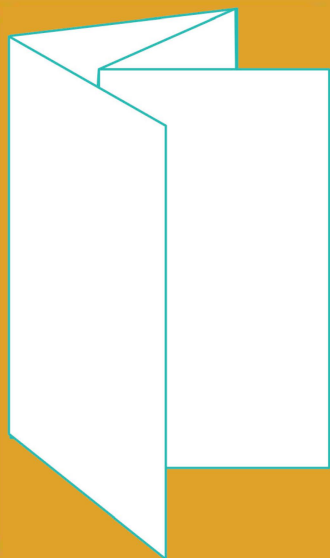


Comb Bound
(10-250 Pages)

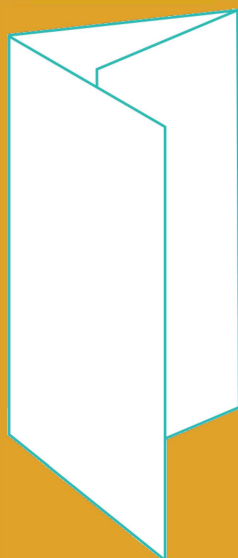


Coil Bound
(16-275 Pages)

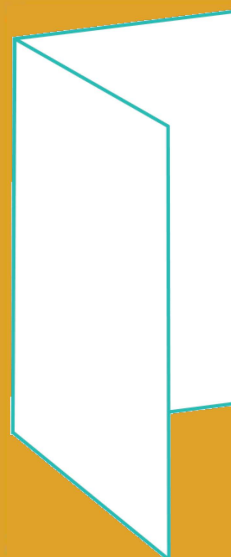
Choosing the Right Fold



Double Letter
Tri- Fold



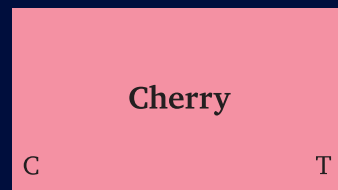
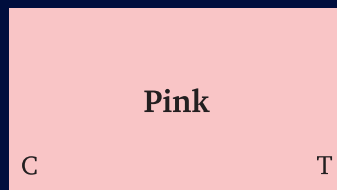
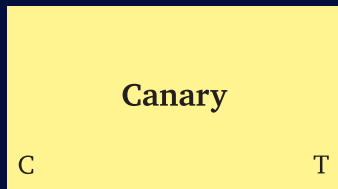
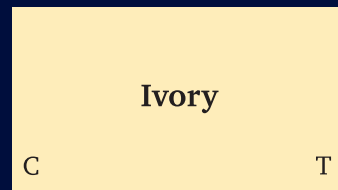
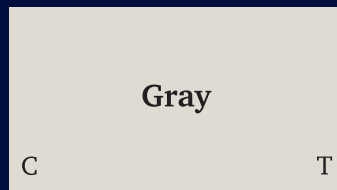
Letter Fold
or Tri-Fold



Half Fold

Paper Color Choices

Available in C = Cover/Cardstock, T = Text/Standard Paper



The printed color “chips” may not be a completely accurate representation of the paper color. View as a general representation only.

Print Design Information

HOW TO SET-UP AND PREPARE YOUR DESIGN FILES FOR PRINT



CORRECT SIZE

Make sure your file is the correct size before sending to your printer

Common files sizes are:

2"x3.5", 3"x5", 4"x6", 5"x7", 8"x10", 8.5"x11", 11"x17"

IMAGE RESOLUTION

All images used within your design must be saved out at 300ppi for the highest quality print results



COLOR PROFILE

Your file needs to be saved out in **CMYK** in order for the colors get printed correctly



FILE TYPES

Normally, most print shops will prefer PDF. Also, send files in original format in case changes need to be made for printing



BLEEDS

If you have any artwork that runs to the edge of the paper, you need to add a .125 bleed to all four sides of your artwork.

OUTLINED FONTS

Outline your fonts in Illustrator or Photoshop, and do the same in InDesign or package your InDesign file to send over

Aa

EMBED IMAGES

In Illustrator, be sure to embed any linked images before sending. In InDesign, you can also package your files and the images will be included



SCALE PROPORTIONALLY

When changing the size of images and text, remember to keep the original proportions

Additional information can be found on the following pages

What is a BLEED?

BLEED ZONE:

Make sure to extend the background images or colors to the edge of the black line. →



In printing terminology, the bleed is the extra margin on a print product that is meant to be trimmed off when the product is trimmed to its final size. Bleed basically means that the color and graphics on a product “bleed off the page” to ensure continuity of the color to the edge of your product.

A full bleed is required for all print-ready files. For the correct bleed for your product, please view the list below. For example, most business cards have a 0.1” bleed, so a 2” x 3.5” business card without round corners will have a bleed size of 2.1” x 3.6”.

0.1” bleed: most business cards, folded business cards, bookmarks, CD packages, club flyer’s, collectors cards, DVD packages, event tickets, most postcards, rack cards, rip business cards, Rolodex cards, stickers, table tents, greeting cards.

0.125” bleed: a-frame signs, banners, brochures, door hangers, envelopes, flyer’s, folded hang tags, hang tags, letterheads, notepads, posters, posters (wide), retractable banner stands, window clings, window decals, yard signs.

0.25” bleed: booklets, calendars, catalogs

0.3” bleed: folders

0.1” bleed: All special shapes

What are guidelines, and how do I prepare them in my artwork?



It is helpful to use guidelines in your artwork for print-ready files. Guidelines such as the safe zone, the trimming zone, and the bleed help designate where your product will be trimmed, as well as help you keep important elements such as text and graphics away from the trimming margin. Please provide us with a bleed all around your artwork, and make sure to keep all critical elements such as text and graphics within the Safe Zone.

BLEED ZONE:

Make sure to extend the background images or colors to the edge of the black line.



TRIMMING ZONE:

Allow a cutting tolerance around your files (same amount as bleed).



SAFE ZONE:

All critical elements (text, images, logos, etc.) must be kept inside the blue line.



Image Resolution

Image Resolution is best understood as a rectangular grid of picture elements (pixels). Resolution is traditionally set in pixels per inch (ppi) also know as dots per inch (dpi). The resolution setting maps an image's pixel dimensions to its physical size. With a pixel dimension of 600 x 600 and a resolution of 300 DPI, the image has a physical size of 2" x 2".

The resolution setting is crucial when you want to print. A 1600 pixel x 1200 pixel image printed at 72 ppi, for example, would output at over 22" x 16". However, at 300 ppi, that same image would output at 5.33" x 4", or about the same size as a postcard.

For an image to print properly, the image should be saved at 300 ppi at the final printed size.

The pixel dimension of a 4" x 6" image at 300 ppi is:

$$\frac{(4 \text{ inches} \times 300 \text{ pixels})}{\text{inches}} \text{ by } \frac{(6 \text{ inches} \times 300 \text{ pixels})}{\text{inches}} = \mathbf{1200 \text{ pixels by } 1800 \text{ pixels}}$$



File printed at 300 ppi



File printed at 100 ppi

* Your monitor displays between 72 and 96 ppi. To adequately view print resolution on a monitor, you should zoom in 400%.



100 ppi



100 ppi scaled to 300 ppi



300 ppi

Never increase the total pixel dimension of raster image. For example, if you have an image that is 400 x 600 pixels at 100 ppi, and you increase it to 1200 x 1800 pixels by changing from 100 ppi to 300 ppi, the printed image will be fuzzy.

Which Program Should I Use?

Ps When to use **PHOTOSHOP**

| YES | NO |
|-----------------------------------|-------------------------------|
| Image Editing Color Correction | Logo Design |
| Photo Compositing & Retouching | Print Publishing |
| Special Effects & Filters | Vector Illustrations |
| Web & Motion Graphics | Books, Brochures, Newsletters |
| Software/Web/Mobile/UI Design | Text & Vector Graphics |

Photoshop:

Great for Image editing, compositing, color adjusting and matching, adding special effects and filters to images, processing camera RAW files, creating and editing Web and motion graphics as well as software, web, mobile and UI design.

Not for logo design, vector illustration, type or vector logos, any type of print materials that contains more than basic text. Never used for brochure or book layouts.

Photoshop Tutorials can be found at:
<https://helpx.adobe.com/support/photoshop.html>

InDesign:

Great for Books, reports, brochures, flyers and all sorts of print materials. InDesign makes large documents easier to format, interactive presentations and PDFs simple to create and can also be your go-to for ebook and digital publishing.

Not for image editing, anything beyond the most basic drawing of shapes, never create a logo in InDesign, not for UI/UX design and does not have good support for image filter or effects.

InDesign Tutorials can be found at:
<https://helpx.adobe.com/support/indesign.html>

Id When to use **INDESIGN**

| YES | NO |
|-----------------------------------|--------------------------|
| Books & Reports | Image Editing |
| Brochures, Flyers & Newsletters | Drawing Illustration |
| Interactive PDFs & Presentations | Logo Design |
| Master Pages, Text Wrap, TOC | Visual Effects & Filters |
| E-book layout, Digital Publishing | UI/UX Design |

Illustrator:

Great for Logos and logotype creating and editing, vector graphics and illustrations, infographics and motion graphics. Business cards, letter head, stationery.

Not for image editing or anything pixel based. Large multi-page publications are better suited for InDesign than illustrator. Audio, video and animation are a no-go in Illustrator.

Illustrator Tutorials can be found at:
<https://helpx.adobe.com/support/illustrator.html>

Ai When to use **ILLUSTRATOR**

| YES | NO |
|---------------------------|-----------------------------|
| Logos, Logotype | Image Editing |
| Vector Illustrations | Pixels Graphics/Effects |
| Web Graphics | Books, Newsletters, Reports |
| Motion Graphics | Video/Audio |
| Business Cards/Stationery | Animation |



KNOW IMAGE F

Image Formats &

JPEG

JPG files, also known as JPEG files, are a common file format for digital photos and other digital graphics. When JPG files are saved, they use "lossy" compression, meaning image quality is lost as file size decreases

Released in **1992**

File extension: **.JPG or .JPEG**

"JPEG"
"Joint Photographic Experts Group"

JPEG has a very complex compression algorithm.

It allows image details to be "Forgotten" and the filled when displayed on screen.

The Human eyes sees light and dark better than color detail.

24-bit color with up to 16 MILLION COLORS

Great for making smaller file sizes

Great for images with more than 256 colors

Compatible across MAC & PC as well as other mobile devices, web browsers and image editors.

JPEG Browser Compatibility (without use of a plugin)

| | | |
|------|-------------------|---|
| 11.0 | Internet Explorer | ✓ |
| 38.0 | Firefox | ✓ |
| 43.0 | Chrome | ✓ |
| 8.0 | Safari | ✓ |
| 15.0 | Opera | ✓ |

"Lossy Compression"

Mozilla created their own version of the jpeg called "Mozjpeg" which reduces file sizes by **15%** with no loss in quality

Best Uses

- Black and white images.
- Images with complex coloring
- Still life imagery
- Real life photographs

PNG

Portable Network Graphics (PNG / pŋŋ/) is a raster graphics file format that supports lossless data compression. PNG was created as an improved, non-patented replacement for Graphics Interchange Format (GIF), and is the most used lossless image compression format on the Internet.

Created in **1996**

File extension: **.PNG**

"PNG"
"Portable Network Graphics"

Background images without jagged edges

Lossless compression which means there's no data loss

There is two types of PNG image format.

PNG-8

Similar to GIF

256 colors and 1-bit transparency

PNG-8 files are even smaller than GIF files

PNG-24

24-bit color, similar to JPEG

Can include over 16 million colors

Lossless compression means larger files than JPEG

Alpha Channels

- Transparency can be set between opaque and completely transparent, allowing for a faded look
- PNG formats can go on any background and still maintain appearance
- Older browsers can have trouble with PNGs because they can't handle Alpha channels

Best Uses

- Web images, flat areas of colors, logos, transparent or semitransparent images
- Great for text images
- Images in the middle of the editing process
- Complex images like real-life photographs if file size is not an issue.

GIF

An image images c program GIFs uses degrade image da each ima maximum

Created in **1987**

File extension: **.GIF**

"GIF"
"Graphics Interchange Format"

GIFs have so files smaller t

GIFs image format uses **256 COLORS**

You can use "Dithering" to make the file even smaller. This process is where two pixel colors combine to make one.

GIF images is that is allows you to preserve transparency.

It uses an LZW-compressed format designed to minimize file size.

Best Uses

- Simple images like line drawings, color boarders and simple illustrations.
- Animations

YOUR FORMATS

When to Use Them

The GIF file format commonly used for images on the web and sprites in software. Unlike the JPEG image format, GIFs use lossless compression that does not reduce the quality of the image. GIFs store data using indexed color, meaning each image can include a maximum of 256 colors.

Created by CompuServe in..



Supports fewer colors than even PNGs.

Lossless compression which means there's no data loss.

They come alive with ANIMATION

Animation is relatively simple to create with and it is automatically resizable to most browsers. GIFs are created by creating a series of GIF frames to make up the final image.

You will need to use Photoshop to create your own animated GIFs or on websites like gifmaker.me

It was designed by CompuServe in the early days of computer

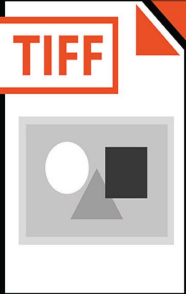
video, GIF, JPEG, and video. It is used by dial-up modems and the Internet.



Uses



Web graphics with not many colors. Very small icons.



TIFF is an image format file for high-quality graphics. TIFF files are also called .TIFF, which stands for "Tagged Image Format File." TIFF files were created in the 1986 as a file format for scanned images in an attempt to get all companies to use one standard file format instead of multiple.

Created by Aldus Corp in...



File extension: .TIFF

TIFFs can be viewed and edited in nearly every photo editing software.

Whether compressed or not, TIFFs do not lose any image data.

"TIFF" "Tagged Image Format File"



TIFF Compression Types

LZW

(Lemple-Zif-Welch) Lossless compression; supported by TIFF, PDF, GIF, and PostScript language file formats. Most useful for images with large areas of single color.

ZIP

Lossless compression; supported by PDF and TIFF file formats. Like LZW, ZIP compression is most effective for images that contain large areas of single color.

JPEG

Lossy compression; supported by JPEG, TIFF, PDF, and PostScript language file formats. Recommended for continuous-tone images, such as photos.

The reason to use compression, whether it's ZIP, LZW or JPEG, is entirely to do with file size. You'll have files that are smaller without any loss in quality, which means quicker transfers over networks and you can fit more of them on any given amount of disk or server space.

Because of its incredible image quality, .TIFFs is the preferred format for scanning photographs and other complex imagery.



.TIFF format was created by Aldus Corporation in 1986. In 2009 the patent was acquired by Adobe Systems.



Best Uses



Images that will be sent to print. If images are being edited and layers are needed. High quality digital photography.



The BMP file format, AKA bitmap image file or device independent bitmap (DIB) file format is a raster graphics image file format used to store bitmap digital images, independently of the display device (such as a graphics adapter), especially on Microsoft Windows and OS/2 operating systems.

Created in..



File extension: .BMP

Microsoft Corp took full control of the format definition and has been a stable image format since Windows 3.0

BMP files does not support effective image compression

"BMP" "Bitmap Picture"



BMP files may be easily created from existing pixel data stored in an array in memory.

Bitmap files translate well to dot-format output devices such as CRTs and printers.



Best Uses



Images that will be sent to print.



If images are being edited and layers are needed.



If you need to preserve layers, and alpha transparency.



Good for any type of bitmap (pixel-based) images.

WHAT IMAGE FORMAT TO USE?

There is no universal image format that is best for all scenarios. Every type of image format has their own advantages and disadvantages. Here's a summary of each formats best uses.

JPEG

WEB GRAPHICS Probably the most web friendly image format there is, JPEG is great for images when you need to keep the size small, such as when you need to upload it online. If you don't mind compromising the quality of the image a bit, use JPEG.

GIF

WEB GRAPHICS / ANIMATION / CLIP ART Out of the three formats (GIF, JPEG & PNG) GIF is the worst choice for web graphics, although file sizes are very small, and they load very fast. Plus, if you want to add animation effects, use GIF. Also great for clip art.

TIFF

PRINT GRAPHICS TIFF is the best and only choice for professionals when images are intended for print. Its ability to read CMYK and YCbCr color, plus its ability to store such high pixel intensity makes it the only choice for designers, photographers and publishers.

PNG

WEB GRAPHICS / LOGOS & LINE ART PNGs are great for web graphics. If you want to keep the size small, but still retain the image quality, use PNG. Also if you want to use transparencies, the PNG is the format for you.

BMP

PRINT GRAPHICS These files are large and uncompressed, but the images are rich in color, high in quality, simple and compatible in all Windows OS and programs. BMP files are also called raster or paint images.



Printing Department

Black & White Prints

Standard Paper

| | |
|---------------------------|--------|
| 8.5x11 single sided | \$0.05 |
| double sided | \$0.06 |
| 8.5x14 single sided | \$0.05 |
| double sided | \$0.06 |
| 11x17 single sided | \$0.08 |
| double sided | \$0.10 |
| 12x18 single sided | \$0.09 |
| double sided | \$0.11 |

Cardstock/Cover Paper

| | |
|---------------------------|--------|
| 8.5x11 single sided | \$0.06 |
| double sided | \$0.07 |
| 8.5x14 single sided | \$0.06 |
| double sided | \$0.07 |
| 11x17 single sided | \$0.10 |
| double sided | \$0.12 |
| 12x18 single sided | \$0.12 |
| double sided | \$0.14 |

Color Prints

Standard Paper

| | |
|---------------------------|--------|
| 8.5x11 single sided | \$0.09 |
| double sided | \$0.13 |
| 11x17 single sided | \$0.16 |
| double sided | \$0.26 |
| 12x18 single sided | \$0.17 |
| double sided | \$0.27 |

Cardstock/Cover Paper

| | |
|---------------------------|--------|
| 8.5x11 single sided | \$0.10 |
| double sided | \$0.15 |
| 11x17 single sided | \$0.18 |
| double sided | \$0.28 |
| 12x18 single sided | \$0.20 |
| double sided | \$0.30 |

**Prices may vary based on
paper type and complexity of job.**

Business Cards (includes layout)

| | |
|------------------|---------|
| 250 cards | \$10.00 |
| 500 cards | \$12.00 |
| 750 cards | \$16.00 |
| 1000 cards | \$18.00 |

Carbonless Paper (per set)

| | |
|--------------|--------|
| 2 part | \$0.07 |
| 3 part | \$0.08 |
| 4 part | \$0.12 |

Letterhead (minimum 500 sheets)

| | |
|-----------------|--------|
| Black ink | \$0.07 |
| Color ink | \$0.11 |

Envelopes with Black Ink (per envelope)

| | |
|------------------------------------|--------|
| A-7 Invitations (min. 250) | \$0.06 |
| #10 White (min. 500)..... | \$0.04 |
| #10 White w/window (min. 500)..... | \$0.04 |

Envelopes with Color Ink (per envelope)

| | |
|------------------------------------|--------|
| A-7 Invitations (min. 250) | \$0.10 |
| #10 White (min. 500)..... | \$0.08 |
| #10 White w/window (min. 500)..... | \$0.08 |

Temp ID's with Black ink

(cost per sheet, 8 Temp ID's per sheet)

| | |
|------------------------------------|--------|
| White paper | \$0.18 |
| Blue, Yellow, or Green paper | \$0.29 |

Temp ID's with Color ink

(cost per sheet, 8 Temp ID's per sheet)

| | |
|------------------------------------|--------|
| White paper | \$0.22 |
| Blue, Yellow, or Green paper | \$0.33 |

Finishing Services

| | |
|--------------------------------------|---------|
| Staple (per staple) | \$0.001 |
| Fold (per sheet) | \$0.001 |
| Comb Binding (per comb) | \$0.05 |
| Coil/Spiral Binding (per coil) | \$0.12 |
| Padding (per pad) | \$0.05 |

Prices as of January 2023

Specialty Printing

Wide Format Printing

Posters (based on \$1.00 per sqft)

| | |
|-------------|---------|
| 18x24 | \$3.00 |
| 24x36 | \$6.00 |
| 36x48 | \$12.00 |

Posters for Bond Sign Holders

(based on \$1.25 per sqft)

| | |
|-------------|--------|
| 22x28 | \$5.35 |
|-------------|--------|

Banners

| | |
|-------------|---------|
| 24x48 | \$8.00 |
| 24x72 | \$15.00 |
| 36x72 | \$18.00 |
| 36x96 | \$24.00 |

Paper Options (per sqft)

| | |
|--|--------|
| WallFlair Removable Fabric | \$1.50 |
| WallFlair Removable Vinyl | \$1.00 |
| Clear Vinyl (w/o white ink)..... | \$1.00 |
| Clear Vinyl (w/white ink) | \$1.00 |
| Glossy Vinyl | \$1.00 |
| Matte Vinyl | \$1.00 |
| Colored Vinyl (no print) | \$0.50 |
| Clear Static Cling (w/o white ink)..... | \$1.00 |
| Clear Static Cling (w/ white ink)..... | \$1.00 |
| White Static Cling | \$1.00 |
| Clear View Window (w/o white ink) | \$1.00 |
| Clear View Window (w/ white ink) | \$1.00 |
| Glossy Banner | \$1.00 |
| Light-Weight Banner | \$1.00 |
| Back-lit Film | \$1.00 |
| Glossy Canvas..... | \$2.00 |
| Satin Canvas | \$2.00 |
| Glossy Sticker | \$1.25 |
| Glossy Photo | \$1.25 |
| Matte Paper | \$1.00 |
| Glossy Paper | \$1.00 |
| TriSolv Premium Paper (Semi-Glossy)..... | \$1.25 |

Die-Cut Paper

(Additional sizes available upon request)

Door Hangers (per sheet)

Tear Resistant White Paper

| | |
|------------------------------|--------|
| 2 3/4" x 5 1/2" (6 up) | \$1.04 |
| 3 2/3" x 8 1/2" (3 up) | \$1.65 |
| 4 1/4" x 11" (2 up) | \$1.65 |

White Gloss Paper

| | |
|------------------------------|--------|
| 4 1/8" x 11" (4 up) | \$0.38 |
| 4 1/2" x 8 1/2" (6 up) | \$0.38 |

White or Colored Cardstock

| | |
|------------------------------|--------|
| 4 1/4" x 11" (4 up) | \$0.31 |
| 3 2/3" x 8 1/2" (6 up) | \$0.31 |

Table Tents (per sheet) Note Size of Tent

| | |
|------------------------------|--------|
| 3 3/4" x 4 1/4" (2 up) | \$0.22 |
| 3 3/4" x 8 1/2" (1 up) | \$0.22 |
| 5" x 4 1/4" (2 up) | \$0.30 |
| 5" x 8 1/2" (1 up) | \$0.30 |

Tickets (per sheet) Note Size of Ticket

| | |
|------------------------------|--------|
| 2 1/8" x 5 1/2" (8 up) | \$0.71 |
| 2 3/4" x 8 1/2" (4 up) | \$0.68 |

Specialty Papers (per sheet)

| | |
|-------------------------------------|--------|
| 12 x 18 Weatherproof | \$1.63 |
| 12 x 18 Weatherproof Stickers | \$1.36 |

Pricing on both pages is for estimating purposes only!

The Print Shop does not give quotes.

All prices given are estimates. Final price will be determined after job has been completed.

Prices as of January 2023

For samples, please contact the Printing Department



“The invention of the printing press was one of the most important events in human history.”

Ha-Joon Chang

“Education is the most powerful weapon which you can use to change the world.”

— Nelson Mandela

“Design is *thinking* made visual.”

— Saul Bass

“Change is the law of life and those who look only to the past or present are certain to miss the future.”

— John F. Kennedy

“If you drop a book into the toilet, you can fish it out, dry it off and read that book. But if you drop your Kindle in the toilet, you’re pretty well done.”

— Stephen King