

Printshop Manual

2019-2020



Independent School District No. 1

Lewiston, Idaho

Revised: 2019

INTRODUCTION Since 1990, the Lewiston School District has operated a centralized duplicating facility to meet the printing needs of the District. Annual production in that department averages about 4,660,000 impressions. The print shop operates on a break-even basis and charges to the schools support the costs for this service. The manual will explain the requirements for both “DAILY WORK” and “SPECIAL PROJECTS” print requests and will outline the procedures and costs for each.

DAILY WORK PRINTING DEFINITION

Daily work printing includes materials needed each day to provide classroom information and communication. Tests, instructional work sheets, or other similar student materials qualify for daily printing. Administrative memos and handouts that meet the other requirements are included.

PROCEDURES

Prepare a “**Camera Ready**” document and submit it with a completed request form (Appendix A). Incomplete or ambiguous forms may be returned unprinted with the original document. Indicate a specific date for the printing to be returned. Please do not put **ASAP** in the place of a date.

Request may be submitted through district mail or, you may submit online printshop@lewistonschools.net. The 24-hour turn around does not apply to large or special projects which require folding, padding, binding or stapling. Pick-up and delivery times for each school will be within 30 minutes of the following schedule:

Times are subject to change.

<u>School</u>	<u>New Time</u>
Central Services	8:20 a.m.
Orchards Elementary	8:45
Sacajawea Jr. High	9:00
Centennial Elementary	9:10
McGhee Elementary	9:20
McSorley Elementary	9:25
Jenifer Jr. High	9:30
Whitman Elementary	9:40
Northwest Children’s Home	10:00, Tues. & Thurs.
Juvenile Detention Center	10:00, Mon. & Wed.
Webster Elementary	10:10
LHS Modular 311 (T-12) (Across 9 th Avenue)	10:15
Lewiston High School	10:20
Print Shop	11:00
Tammany Alternative School	11:10
Camelot Elementary	11:25
Back to the Print Shop	11:35

SPECIAL PROJECT PRINTING

DEFINITION

Special project printing includes district forms, handbooks, curriculum materials, and those printing jobs requiring a large number of impressions, collating, binding, padding & folding or other special handling.

PROCEDURES

Prepare a “**Camera Ready**” document and submit it with a completed request form (Appendix A). Special project printing will be scheduled after daily printing projects have been completed. Timing will depend on the amount of daily work and the priority of the special projects. **Please allow 2 to 3 weeks lead-time for any special projects.** Additional time should be allowed if the project includes over 10,000 impressions.

The following services are available for special project requests subject to additional charges:

Black ink printing on white or colored stock

8 ½ x 11, 8 ½ x 14 or 11 x 17 - bond paper;

24/60# paper (Astro bright), 67# (cover stock), NCR paper (3 or 2 part)
& construction.

Stapling – max of 2 staples on side

Padding - paper can be glued to form books or pads

3-hole punching

Plastic comb binding (GBC binding)

Cutting - large quantities of paper cut to form, half pages, tickets, cards, etc.
large amount of cuts subject to extra charge

Folding – Tri fold & half sheets or booklets can be collated folded & stapled.

FEES AND BILLING PROCEDURES

All Print shop service charges will be charged back to district accounts based on the pricing structure. All charges are calculated based on the number of impressions printed. Print shop requests must include an account code if different than the school supply code. Monthly reports will be submitted to budget administrators. However, a copy of each print request should be retained in the building to verify charges. Individuals who wish to have PTAs or other district related organizations billed for printing should indicate this clearly on the print requests. If time permits, other public agency printing may be solicited with a surcharge plus tax added to the in-district print shop prices. Those organizations must be pre-approved through the district office and provide the name and address for billing.

WITHIN DISTRICT PRINT SHOP PRICES

2019-2020

<u>SERVICE</u>	<u>COST PER IMPRESSION</u>
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Basic duplicating	.0012
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<u>PAPER CHARGE</u>	<u>COST PER PAGE</u>
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<u>White 20lb paper</u>	<u>.0068</u>
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<u>Colored paper</u>	<u>.0077</u>
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<u>Specialty paper 1</u>	<u>0.035</u>
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*Cover stock-white & pastel

*Construction paper

*8 ½ x 14 & 11 x17 bond paper

<u>Specialty paper 2</u>	<u>0.045</u>
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*Astrobrights-Cover stock & Text

<u>Specialty paper 3</u>	<u>0.047</u>
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*Astroparche paper

<u>NCR paper</u>	<u>0.1</u>
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<u>Cutting</u>	<u>0.03</u>
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<u>Stapling</u>	<u>0.01</u>
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<u>Folding</u>	<u>0.08</u>
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<u>Padding (Glue)</u>	<u>0.05</u>
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<u>3-Hole Punch</u>	<u>0.01</u>
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<u>GBC – Comb binding</u>	<u>0.075</u>
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GENERAL INFORMATION

- A) Originals need to be submitted copy ready on white bond paper (**no cover stock originals**).
- B) All work single sided, UNLESS otherwise stipulated. Printing on both sides is encouraged.
- C) An original, already double sided = 2 pages. Request only actual number of copies needed.
- D) If you have 2 of the same thing on one page, you can have your order cut in half.
- E) Specify the type and color of paper from the list on page 4.

COLORS AND TYPES OF PAPER

20# Bond	ASTROBRIGHT (24/60#)	COVER STOCK (67#)	CONSTRUCTION
BLUE	COSMIC ORANGE (cover stock also)	TERRESTRIAL TEAL	BLACK
BUFF	FIREBALL FUSCHIA (cover stock also)	BLUE	BLUE
CHERRY	GALAXY GOLD	GOLD	BROWN
GOLD	GAMMA GREEN (cover stock also)	GRAY	DRAWING PAPER
GREEN	LIFT-OFF LEMON (cover stock also)	GREEN	GRAY
IVORY	LUNAR BLUE (cover stock also)	IVORY	GREEN
ORCHID	PLANETARY PURPLE (cover stock also)	ORCHID	LIGHT BLUE (ROBIN EGG)
PINK	PULSAR PINK (cover stock also)	PINK	ORANGE
SALMON	RE-ENTRY RED (cover stock also)	TAN	PINK
TAN	VULCAN GREEN (cover stock also)	WHITE	PURPLE
WHITE	SOLAR YELLOW (cover stock also)	YELLOW	RED
YELLOW	TERRESTRIAL TEAL (cover stock also)		WHITE
			YELLOW
			YELLOW/GREEN
ASTROPARCHE 60#	20# White, Yellow & Green 8-1/2 x 14	8-1/2 x 14 White Cover stock	TURQUOISE
ANCIENT GOLD BLUE SAND GRAY	20# White, Yellow & Hyper Red 11 x 17		TAN
CELEDON (green) NATURAL SHELL (pink) WHITE AGED/BEIGE			12 x 18 White Construction

Appendix A

INDEPENDENT SCHOOL DISTRICT NO. 1 PRINT SHOP PRINTING REQUEST FORM GUIDELINES

- *Timing: 48 hours for copies.*
- **Allow 2 weeks for Binding, Folding, NCR Forms, Padding....etc.**
- Please specify date needed (Not ASAP)

SCHOOL/DELIVERY LOCATION _____

ACCOUNT CODE TO CHARGE _____

DOCUMENT NAME _____

DATE NEEDED _____

PRINTING INSTRUCTIONS

NO. OF ORIGINALS SENT
(Each side counts as an original)

SINGLE SIDE

NO. OF COPIES NEEDED

DOUBLE SIDE
(DUPLEX)

20 LB. BOND PAPER

- WHITE 20LB BOND
 COLORED 20LB BOND
STATE COLOR

SPECIAL PAPER

- COLOR
TYPE CONSTRUCTION
 ASTROBRIGHT BOND
 COVER STOCK
 ASTROPARCHE
 NCR (CARBONLESS), **2-part** or **3-part**
OTHER Sizes, **8-1/2 x 14** or **11 x 17**

EXTRA WORK REQUESTED

- COLLATE CUT PLASTIC COMB BINDING (GBC)
 STAPLE PAD (GLUE) OTHER
 3-HOLE PUNCH FOLD

OTHER INSTRUCTIONS: _____

I am aware of District copyright policy and feel this request meets the guidelines.

REQUESTED BY: _____ DATE _____

Please complete this form and attach with order. If printing out please send **2 COPIES of Print Request** with your order. If you would like to email your order please send to printshop@lewistonschools.net