

2016-2017

Printing Guidelines



Rapid City Area Schools Print Shop
3801 Cambell St Rapid City SD 57701
rapidcityprintshop@k12.sd.us

Hours:

7:00 AM - 4:00 PM

Summer & Holiday Hours

7:00 AM - 3:30 PM

GREETINGS FROM THE PRINT SHOP

The print shop is pleased to offer a variety of printing and binding to serve the students, teachers, secretaries and administrators.

We offer color copying, black and white, and other print such as NCR (non carbonless), cardstock, and construction paper.

We offer a variety of finishing services such as coil binding, stapling, three-hole punch, folding and envelope stuffing. We can staple booklets from 5 $\frac{1}{2}$ " X 8 $\frac{1}{2}$ " to 11" X 17".

We offer three day turnaround for routine school work. Binding takes longer so we ask for one to two weeks depending on the size of the job.

QUESTIONS

To assist you in asking about a job status, please have a copy of your requisition form. We will ask for the date required and the request number. This will assist us in locating your job. Please feel free to contact the print shop at 394-4068.

EQUIPMENT

We have several high speed copiers and 2 color copiers. We have a coil binding machine, a large cutter and three-hole punch. We also have an envelope stuffing machine to fold and stuff your letters.

AVAILABLE PAPER

20 #	60 #	65 #	90 #
	hots	cardstock hots	cardstock
8 ½ x 11	8 ½ x 11 / 11 x 17	8 ½ x 11	8 ½ x 11
White	Yellow	Yellow	White
Canary	Blue	Blue	Canary
Blue	Orange	Orange	Blue
Green	Lime Green	Lime Green	Green
Cherry	Dark Green	Dark Green	Ivory
Ivory	Red	Red	
Lilac	Purple	Purple	
Pink	Fuchsia	Fuchsia	
Goldenrod			
Parchment Paper			
60 #	65 #	White glossy text and glossy cardstock for color jobs	
8 ½ x 11	8 ½ x 11		
Natural	(cardstock)		
Bluestone	Bluestone		
New Pink Ice	New Pink Ice		
New Smokey Grey	New Smokey Grey		
Pewter	Pewter		
Sagebrush	Sagebrush		
New Champagne	New Champagne		

(Colors may vary slightly due to different vendors)

BASIC PRICING

20 # bond	.0125 per sheet
60 # hots	.03 per sheet
65 # hots	.05 per sheet
90 # cardstock	.03 per sheet
Parchment 60 #	.03 per sheet
Parchment 65 #	.05 per sheet
Color copies	.15 per sheet

NCR non carbon paper

When ordering NCR it comes in full reams ONLY and they are 40.00 per ream. The reams are as follows:

2 part/500	White yellow	250 sets
3 part/501	White yellow pink	167 sets
4 part/500	White yellow pink goldenrod	125 sets
5 part/500	White green yellow pink goldenrod	100 sets

Spiral binding is .20/spiral and up depending on size of the spiral.

Items printed in red are important for you and the Print Shop.

Please retain a copy of your print requisition for your records and if you have any inquiries about your request. All work is filed by due date so please have your due date when you inquire about an order.

All materials to be printed must be submitted with a completed print request **form 03-185**. Be sure each request is filled out completely to avoid unnecessary delays.

INSTRUCTIONS FOR FILLING OUT REQUISITION FORM

1. Building, department, or person requesting work.
2. Enter title or description of item to be printed.
3. Building, department, and person to be delivered to. **PLEASE PRINT**
4. Signature of reference or consultant.
5. Approval of building administrator or department supervisor.
6. Account number for your building or department.
7. Date items need to be returned. **PLEASE enter a date ASAP is unacceptable.** This helps in looking up a job later.
8. To determine the number of originals you sent, each printed side of an 8 ½ x 11 paper is one original. This includes covers and backs for books. Each page should be numbered for books and/or brochures.
9. Number of copies needed per original.
10. List color and type of paper to be used.
11. Check here for paper to be printed on both sides.

Please do not mix one and two sided originals on the same requisition form.

12. Mark for color copy machine copies.
13. Check here for printing to be collated and stapled on the side.
Collate means printing pages in order 1, 2, 3.... We can collate without stapling but we CANNOT staple without collating.
14. Check here if you would like 3-hole punch.
15. Check here if you would like this to be spiraled.
16. Enter number of pads you would like.
17. Enter number of pages in each pad (minimum of 50 pages)
18. Check here if you would like your order cut. **Our equipment will not allow cutting less than 2 1/2".**
19. Check here if you would like your order in half or tri folded.
20. Circle the number of parts you would like for the NCR
21. This is for distribution for **school buildings only** not for each classroom.
22. Check here if more than one teacher is making a request for the same original **this is for summer time only.**

WHS FORM 03-185		REQUISITION FOR PRINTING		801772	
Date of Request:		Date Required: 7			
From: (Building) 1		SPECIFICATIONS			
For Reference, Consult: (Please Print)		Number of Originals 8		Number of Copies 9	
Description of Order: 2		White 10 Other (Specify) 8-1/2 x 11 8-1/2 x 14 11 x 17 11 Print 2 Sides (Front and Back) 12 Color Copies			
Deliver To: (Please Print) 3		BINDERY			
Signature of Requester (This requisition contains no copyrighted material which is not covered by "Fair Use", other than indicated on attached copyright release.) 4		13 Collate and Staple 1 2		14 3-Hole	
Signature of Requester's Supervisor: 5		15 Spiral		16 No. of Pads	
Acct. No. 6		18 Cut		17 Sheets Per Pad	
		2 3 20		5 -Part Carbonless Forms (Circle One)	
		21 Count Out For Distribution List			
		22 Stacks Of		(Summer Only)	
FOR THE PRINT SHOP ONLY					
Date Received	Date Delivered	No. Impressions		Cost of Material	

WHITE: PRINT SHOP - CANARY: SCHOOL BILLING - PINK: SCHOOL COPY

PRINTING SCHEDULE

PLEASE ALLOW AT LEAST TEN WORKING DAYS TO COMPLETE THESE REQUEST:

Various printing request may take longer to complete.
Examples: ~Carbonless, ~cutting, ~folding and ~padding.
~Booklets that are 11x17.
~Spiral bindery work.

To avoid mistakes or misunderstandings about this work, please contact the Print Shop at 394-4068.

NOTES ABOUT ORIGINALS

- ~Please use only originals of good quality for best results.
- ~Originals on colored paper leave an undesirable background and are hard to read.
- ~**Stapled originals scratch the glass on the machines and will cause machines to be down which in turn causes your jobs to be late.**
- ~Please allow $\frac{1}{4}$ " on all sides of originals to avoid having print close to the edge being cut off.



We would like to thank you for utilizing the Print Shop. If you have any questions or comments, we would like to hear from you,

Patty and Angie