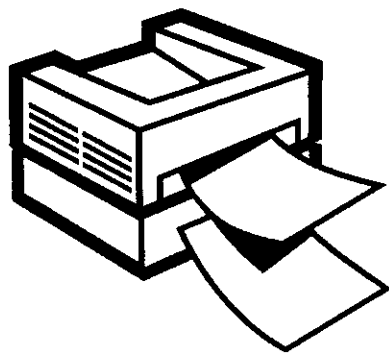


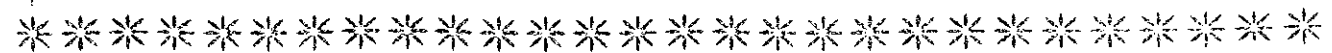
Printing Guidelines



Rapid City Area Schools Print Shop

3801 S. Hwy. 79
Rapid City, SD 57701

Hours:
7:00 a.m. – 4:00 p.m.
Summer
7:00a.m. – 3:30 p.m.



FOR YOUR INFORMATION

We are proud to provide quality printing and bindery services for all District staff and schools. Our goal at the Print Shop is to provide support for the instructional program. To facilitate communications with the schools, please designate one person from each school as the printing contact person such as the office secretary. We will work with the contact person to exchange information and ideas. The contact person, in turn, will become a resource for building staff with printing questions and suggestions. If you have any questions please;

See your building contact person;

Call the Print Shop at 394-4068 or

stop by the Print Shop

Our department is equipped with 4 high speed copiers, 1 color copier, and 1 color press. Our objective is to provide three day turn-a-round for basic classroom material.

Three day service is only offered during the school year.

Minimum orders we can print for normal classroom work;

One sided printing;

10 copies per original with minimum 10 originals or 25 copies with less than 10 originals.

Two sided printing;

25 copies per original

Above are based on 8 ½ x 11 20 pound bond.

25 copies per original 1 or 2 sided 8 ½ x 14.

25copies per original 1 or 2 sided 11 x 17.

If you have any questions about your printing request, please contact the Print Shop. To assist in answering your questions, please have your goldenrod copy of your printing request. We will need the date required and the request number (located in the upper right corner).

Printing request order can be sent through the warehouse (delivered to the print shop daily) or in district mail.



NO COPYRIGHTED MATERIAL

No copyrighted material will be printed without written permission presented with the print request.

AVAILABLE PAPER

20#	60# Hots	65# (cover)	90# Index
White	(8 ½ x 11, to	(8 ½ x 11 only)	(8 ½ x 11 only)
Canary	11 x 17)	Red	White
Pink	Red	Grape	Canary
Green	Grape	Orange	Blue
Blue	Orange	Yellow	Green
Buff	Yellow	Lime	Buff
Goldenrod	Lime	Blue	
Cherry	Blue	Fuchsia	
	Dk. Green	Dk. Green	
	Gold		

We have some fancy paper for certificates (etc). Please visit the Print Shop for a selection of paper.

Cost is based on 8 ½ x 11, double for available 11x 17.

- A. 20 # bond = \$.0125 per sheet
- B. 60 # Hots = \$.03 per sheet
- C. 65 # Hots (cover) = \$.05 per sheet
- D. 90 # Index = \$.03 per sheet
- E. Fancy paper = \$.05 per sheet
- F. Color copying = \$.15 per sheet



NCR paper is priced by the number of parts. NCR is printed in full reams only.

- 2 part = \$ 21.00 per ream (250 sets per ream)
- 3 part = \$ 23.00 per ream (167 sets per ream)
- 4 part = \$ 24.00 per ream (125 sets per ream)
- 5 part = \$ 25.00 per ream (100 sets per ream)

Binding with a comb or a spiral costs from \$.10 to \$.25 depending on the size of book.

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

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.

INSTRUCTION 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. Be specific this aids in looking up a job at a later date.
8. To determine the number of originals you sent, each printed side of an 8 ½ x 11 is one original. This includes covers and backs for books. Each page should be numbered for books or brochures.
9. Number of copies needed per original.
10. List color and type of paper to be used. Specify color copying.
11. Check here for paper to be printed on both sides.
A. Please do not mix one and two sided originals on same requisition.

12. Check here for printing to be collated and stapled on the side. Collate means printing pages in order. We can collate without stapling but we cannot staple without collating.

13. Check here for three holes to be drilled in sheets.

14. Check here for bindery services. We offer comb and spiral binding. Please specify.

15. Enter number of pads.

16. Enter number of sheets per pad. (Example: 50 or 100)

17. Enter how to cut. (Quarters, halves, thirds, etc.)

18. Enter letter fold, Z fold, or half.

19. Circle number of parts. In box 9 (number of copies)
Enter number of finished sets after cutting (if requested).

A. For example, if you order 500 copies that are to cut in half, you will receive 1000 sets.

20. Check here and attach a sheet indicating number to each building.

Please retain goldenrod copy for your records and inquires about your request.

WHS FORM 03-185

REQUISITION FOR PRINTING

498850

Date of Request:		Date Required:	
From: (Building)		7	
1		SPECIFICATIONS	
For Reference, Consult: (Please Print)		Number of Originals	Number of Copies
		8	9
Description of Order:		_____ White _____ 10 Other (Specify) _____	
2		_____ 8-1/2 x 11 _____ 8-1/2 x 14 _____ 11 x 17	
Deliver To: (Please Print)		11 Print 2 Sides (Front and Back)	
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.)		12 Collate and Staple	
4		_____ 11 x 17 Folded Booklet (Two-Sided Only)	
Signature of Requester's Supervisor:		13 3-Hole _____ 14 19-Hole _____ 15 No. of Pads	
5		_____ 17 Cut _____ 18 Fold _____ 16 Sheets Per Pad	
Acct. No.		2 3 19 4 5 -Part Carbonless Forms (Circle One)	
6		_____ 20 Count Out For Distribution List	
		_____ Stacks Of _____ (Summer Only)	

FOR THE PRINT SHOP ONLY

Date Received	Date Delivered	No. Impressions	Cost of Material
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PRINTING SCHEDULE

Various printing requests may take longer to complete.
(Examples: Carbonless paper, cutting, folding, and padding.)

Our equipment will not allow cutting less than 2 inches.

Printing 11x17 papers for making booklets.

Printing ran on the printing press.

Comb and spiral bindery work.

Please allow at least ten working days
to complete the above requests

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.
Please do not use copies we have printed as originals. Please retain your originals for future printing.

Originals on colored paper leave an undesirable background and are hard to read. **Stapled originals scratch the glass in our machines. Please no staples.** Please allow 1/2 inch on all sides of originals to avoid having print close to the edge being cutoff.

Please, for best results, use only one sided originals.

If you copy pages from a book on your copier, Please lower the cover to avoid the black edges.

COLORED PRINTING COLOR COPYING

We now have a Color Copier to go along with our Color Press. The basic difference between the two is, the color copier will copy any color you have on a sheet of paper. The press is limited to basic colors as well as some mixing of colors to achieve a special solid color.



COST OF COPIES

The copier is \$.15 per sheet.

The press is \$.0125 per color per sheet with an additional cost of the printing plate of \$ 7.00 per color.

(Example: 1000 copies on the color copier would be \$ 150.00, 1000 copies with 4 colors on the press would be \$ 78.00 or \$.078 per copy.)

The cost per copy on the press goes down the more copies you make

(Example: the same 4 colors at 10,000 copies would equal \$.0528 per copy for a total of \$528.00, the copier is still \$.15 per copy or \$ 1,500.00. 1000 copies of 2 colors on the press would be \$ 39.00).



Please call the Print Shop for additional information at
394-4068

Printed at Rapid City Area Schools Print Shop
on the color press at a cost of 24 cents per booklet.

To: (Building) _____

Reference: _____

We are unable to complete your order as submitted
because:

_____ Original(s) will not reproduce as submitted. Please
re-do and resubmit.

Reason _____

_____ Item is covered by a copyright. Please obtain a
release and resubmit.

_____ Item is a warehouse stocked item. Please order
from them.

_____ No account number.

_____ Cutting - no smaller than 2 inches.

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.

We can be reached at
394-4068

