

2017-2018

Printing Guidelines



Rapid City Area Schools Print Shop
3801 Cambell St. Rapid City, SD 57701
rapidcityprintshop@k12.sd.us Hours:
7:00 AM - 3:30 PM

All specialized printing is now to be sent to the district's print shop.

The print shop will make the determination of whether they can do the print job or if it will need to be sent to an outside print shop.

Print jobs from an outside source can take up to fifteen (15) business days to be printed and returned to the district. Everyone needs to be aware of this timeline because no extra costs will be incurred by the district due to the personnel not planning for this printing timeline.

As of November 14, 2017 **the District will not be responsible for any cost** occurred by anyone in the district that goes outside of this process.

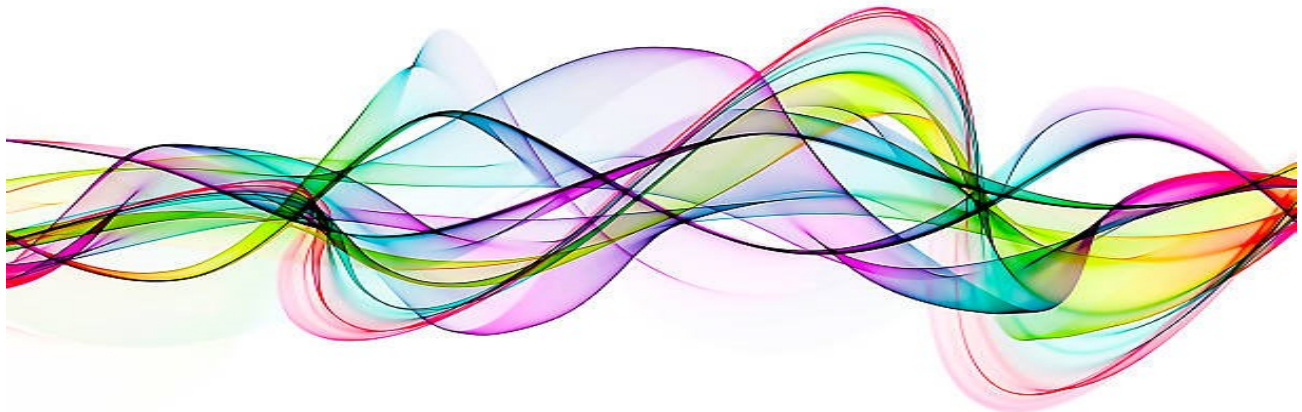
This procedure does not apply to any of your club accounts conducted by student or parent organizations. Those organizations may have outside printing completed by any vendor of their choosing.

If you should have any questions, please contact:

Jennifer Dary at 394-4026x2 Dave Janak at 394-4026x3

or

Angie Buskerud at 394-4068.



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 carbonless and cardstock in a variety of colors.

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 (WORKING DAYS) turnaround for routine school work. Some jobs such as making pads or putting coils on books take 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

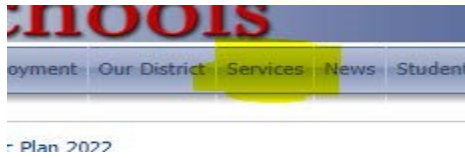
We have several high speed copiers and 2 color copiers. We have a coil binding machine, a large cutter and three-hole punch. We also have an envelope stuffing machine to fold and stuff your letters.

Electronic filing is now available for printing.

1. RCAS Home page



2. Services

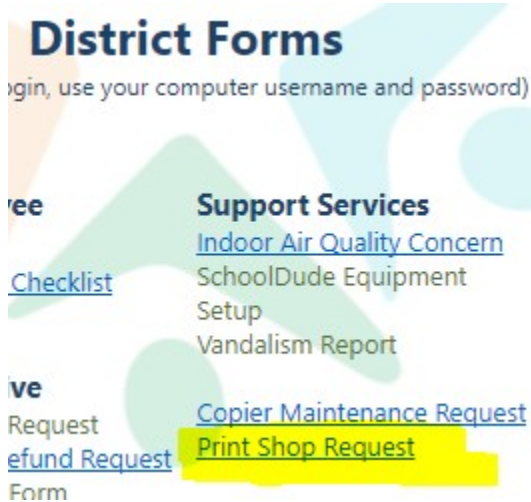


3. Click here to go to Office 365 "Online Programs" link

Welcome to the RCAS Employee Portal

Employee Discounts ▾ Department Teamsites ▾ IT Dept Resources ▾ Online Program
Substitute Resources ▾

4. On the right hand side under District Forms is the link Print Request



5. The first page is the instructions
6. The second page is the actual print request and is very similar to the paper form.

~The date requested will always put you out 3 days as stated in the Print Guidelines

~If all attachments are to be together, make sure you attach them as one attachment not several attachments.

~The color of paper you choose (#12) must match the Basic Pricing Selection (#23)

*20# bond paper is just regular paper

*60# hots is the bright colors that are just a little heavier than the 20#bond

*65# hots is the bright colors that are like a 90# cardstock

*90# cdstk is the cardstock

*Prchmnt 60# is parchment paper that is a little heavier than the 20# bond paper

*Prchmnt 65# is the parchment cardstock



RAPID CITY
AREA SCHOOLS

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	Brown
Lilac	Purple	Purple	Grey
Pink	Fuchsia	Fuchsia	
Goldenrod		Black	
Parchment Paper		20 #	
60 #	65 #	11x17	
8 ½ x 11	8 ½ x 11	Canary	
Natural	Natural	Blue	
Bluestone	Bluestone	Green	
New Pink Ice	New Pink Ice	Pink	
New Smokey Grey	New Smokey Grey	Goldenrod	
Pewter	Pewter		
Sagebrush	Sagebrush		
New Champagne	New Champagne		

White glossy text and glossy cardstock for color jobs

(Colors may vary slightly due to different vendors)

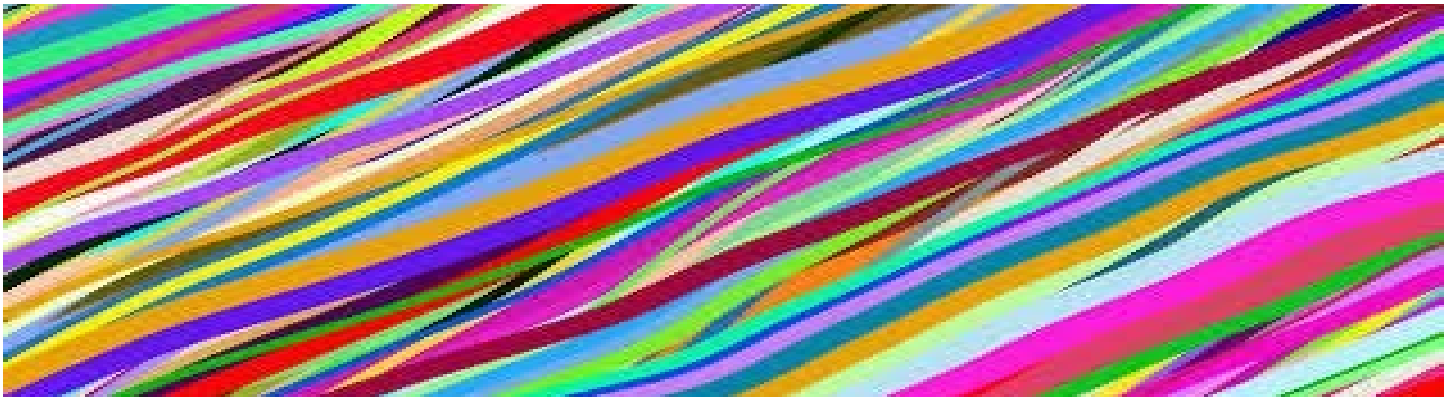
20 # bond (8 ½ x 11 & 11 x 17)
60 # hots (8 ½ x 11 & 11 x 17)
65 # hots (8 ½ x 11)
90 # cardstock (8 ½ x 11)
Parchment 60 # (8 ½ x 11)
Parchment 65 # (8 ½ x 11)

Carbonless paper 8 ½ x 11 black and white copies only

When ordering Carbonless, it comes in full reams ONLY!

The reams are as follows:

		You will receive:
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



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 $\frac{1}{2}$ 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.(Colored ink not colored paper.)

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.** (You can have 1 or 2 staples that is the only choices we CAN'T do 3 staples)
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 ½".**
19. Check here if you would like your order in half or tri folded.
20. Circle the number of parts you would like for carbonless.
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		860136	
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:		White 10 Other (Specify) _____			
2		8-1/2 x 11 11		8-1/2 x 14 11 x 17	
Deliver To: (Please Print) 3		11 Print 2 Sides (Front and Back)		12 Color Copies	
Signature of Requester (This requisition contains no copyrighted material which is not covered by "Fair Use", other than indicated on attached copyright release.) 4		BINDERY			
Signature of Requester's Supervisor: 5		13 Collate and Staple: ___1 or ___2 staples		14 3-Hole	
Acct. No. 6		15 Spiral _____ 19-Hole		16 No. of Pads	
		18 Cut _____ 19 Fold		17 Sheets Per Pad	
		2 20 4 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.

Angie

Debbie

Connie

Bill

