

# Printing Services Guidelines

**Manager:** Monica Flink, mflink@bettendorf.k12.ia.us

**Hours:** 7:15 am to 4:15 pm Monday through Thursday, 7:15 am to 3:45 pm Fridays, when Administration Center is open.

**Phone:** (563) 359-3681 ext. 3060

**Address:** Administration Center, 3311 18<sup>th</sup> St.

**Physical location:** Across from the library on the southwest side of the building, 1<sup>st</sup> floor of Bettendorf High School

## Services

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PRINTING

COLLATING

FOLDING

LAMINATION - Up to 24" wide

STAPLING

PAPER CUTTING

HOLE PUNCHING

COMB BINDING FOR BOOKS

TABLET BINDING - note pads

## Printing Requests

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Each job sent to printing services **must** have: **1. A requisition form attached via paper copy or email**

**2. A billing code**

**3. A principal signature**

- **High School**

- Regular classwork printing should be written out on blue form (located in print shop)
- Special classwork orders (color copies, cardstock, lamination) should be written out on pink form
- Anything not specifically for a class (clubs, meetings, etc.) must go through building secretary

- **Middle School**

- **All requests MUST** go through Terri Conklin before being sent or emailed to the print shop

- **Elementary**

- All requests must go through building secretary before being sent or emailed to the print shop

## Minimum Print Order

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Orders need to be a minimum of 30 total impressions. *This means, you may have two originals and need 15 impressions of each, 3 originals and need ten impressions of each, etc.* Please use the copier at your site for orders smaller than 30 total copies.

## Turn Around Time

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**Allow the print shop two business days (48 hours) to process your order.** Larger orders may take longer; please contact the print shop manager for an approximate turnaround time if your order is larger. Normally, orders are delivered to the school site within 24 hours of the ship date that is selected on the order. Orders requiring special paper may take up to one business week (depending on delivery times).

## Same Day Printing

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The print shop may be able to fit in same day printing. If you **occasionally** need rush printing or same day printing, please contact the print shop at (563) 359-3681, ext.3060 or mflink@bettendorf.k12.ia.us.

***Rush or emergency jobs should not exceed 10% of total requests submitted per day by all schools. Example: If all schools submit a total of 400 requests, no more than 40 requests can be for emergency or rush jobs. Emergency jobs MUST be discussed with the print shop manager.***

## Document Format

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Word/excel documents are accepted for copying. However a PDF format is preferred. Because computer program formats and fonts are not universal, word/excel documents received may not be in the same format as sent. If this occurs, the print shop may request that the document be resent in PDF format.

## TYPES OF PAPER

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**SIZES:** 8½ x 11, 8½ x 14, 11x 17

### COLOR

- 8½ x 11 - White, canary, buff, goldenrod, blue, green, pink, cherry, purple, gray, salmon
- 8½ x 14 - White
- 11 x 17 - White

**CARDSTOCK PAPER:** up to 12x18, inquire about color

**NCR PAPER:** 2, 3, 4, 5, 6 part - in stock

Special order paper, one week

### ENVELOPES

- # 10 - in stock
- # 10 with window - in stock
- # 6¾ - in stock
- Special order paper - one week

## PRICES

### PAPER

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#### 20#

- White 8½ x 11 \$.03 a sheet
- White 8½ x 14 \$.03 a sheet
- White 11 x 17 \$.03 a sheet
- Color 8½ x 11 \$.03 a sheet

#### 60#

- Offset 8½ x 11 \$.03 a sheet
- Offset 8½ x 14 \$.035 a sheet
- Linen 8½ x 11 \$.15 a sheet

#### 65#

- Cardstock 8½ x 11 - \$.05 a sheet
- Cardstock 11 x 17 | 8½ x 14 - \$.07 a sheet
- Cardstock 12x18 - \$.08 a sheet

#### 70#

- Recycled Fiber 8½ x 11 - \$.04 a sheet
- Recycled Fiber 11 x 17 - \$.08 a sheet

#### 24#

- Watermarked 8½ x 11 - \$.03 a sheet

### COLOR COPIES

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- Plain paper copies (white or color paper) \$.09 per side
- 8.5 x 11 glossy cardstock \$.20 per side
- 11 x 17 cardstock copies \$.13 each side (laminated \$.33)
- 12x18 cardstock \$.20 a side (laminated \$.40)
- Cardstock copies (any color) \$.11 each side
- 8.5 x 11 letterhead full color \$.10 per sheet
- 11 x 17 glossy cardstock \$.25 each side

### CARBONLESS PAPER

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- 2-Part (250 sets per ream) \$17 per ream/ \$.08 per set
- 3-Part (167 sets per ream) \$18 per ream/ \$.14 per set
- 4-Part (125 sets per ream) \$19 per ream /\$.17 per set
- 5-Part (100 sets per ream) \$20 per ream/ \$.23 per set
- 6-Part (84 sets per ream) \$28 per ream

### ENVELOPES

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- # 6¾ White \$20 per thousand/.025 each
- # 10 White \$16 per box of 500/.035 each
- # 10 Window \$26 per box of 500
- # 10 Special Window \$26 per box
- 6x9 (500 per box) \$25 no print/\$30 printed
- 9x12 (500 per box) \$36 no print /\$41 printed
- 10x13 (250 per box) \$21.50 no print/\$24 printed

### MISC.

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- Index Tabs \$.25 each
- Letterhead Stationery \$13 per ream (500 sheets)/\$.03 a sheet (b&w)
- Color Letterhead Stationery \$48 per ream (500 sheets)/\$.10 a sheet
- Labels – Priced individually, please inquire
- Notepads \$16 per ream (4 notepads per page)
- Laminating film \$.20 per foot
- Transparencies \$.40 a sheet
- Business cards \$2.10 per 250

### COMB BINDERS

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- ¼" Binder (15 sheet cap.) \$.12 each
- 3/8" Binder (55 sheet cap.) \$.15 each
- ½" Binder (90 sheet cap.) \$.18 each
- ¾" Binder (150 sheet cap.) \$.20 each
- 5/8" Binder \$.20 each
- 1" Binder (200 sheet cap.) \$.25 each
- 1½" Binder (290 sheet cap.) \$.30 each
- 2" Binder (425 sheet cap.) \$.55 each