

# Birdville ISD

## Print Shop



Betty Howe

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817-547-5741

Submit print requests to the following email:

[adminprintshop@birdvilleschools.net](mailto:adminprintshop@birdvilleschools.net)

# Services

- Printing/Copying
- Color printing
- Stapled booklets
- Binding

Please allow at least 48 hours for print jobs.

Larger jobs may require longer time. Delays may happen due to high volume or machine maintenance/repair.

**Note:** large jobs require you to proof the first copy. We can interoffice it to you, or you can proof it at the Print Shop. You will be charged for a proof copy. **For large jobs, you will be asked to supply boxes for delivery.**

# Options

## Print/Copy

- Original may be one or two sided
- Copy may be one or two sided

## Paper size

- 8 ½ x 11 is what the print shop stocks

The print shop will not stock 8 ½ x 14, 11 x 17, or 12 x 18 paper. If you have jobs requiring those sizes, you will need to supply the paper for the print job.

## Paper color

- White
- Blue
- Green
- Pink
- Yellow
- Goldenrod



We can print/copy on card stock. **HOWEVER**, you must supply the card stock. We do not keep it in inventory.



# COST SHEET

NOTE: COST BELOW IS FOR ESTIMATE ONLY!

\*\*Actual cost will vary based on monthly copy job volume\*\*

## Paper

- 8 ½ x 11 \$0.0050/sheet

- Ticket must be included in print materials submitted to the print shop.

Submit original materials “copy ready” through interoffice mail or email (Word, Excel or PDF formats only).

- Documents must be clear. The printer can’t copy what it does not see.
- No staples
- No spiral holes
- No books-individual sheets only
- No torn or wrinkled sheets
- Numbering your originals helps in case machine jams or spits out original. (You can lightly pencil a page number on the back of the originals and the printer will not pick it up.)
- Permission from publisher is required for copyrighted materials.
- One and two sided options.
  - The first number is the format of the original, and the second number is the format of the copy. (Ex. My original is one sided, but I want the copies to be two sided. Then select 1 to 2)

## Questions???

Questions? Special requests? Just ask!! We will make our best efforts to help you with your publications. Call Betty Howe at 817-547-5741.