

PRINT SHOP PROCEDURES

When submitting requests to the Print Shop, please abide by the following guidelines:

1. All requests must be submitted to the Print Shop – 2001 Utex Drive.
2. All charges will be billed to a **standardized account number** contained in each campus and department budget.
3. Printing requests are available on the district’s website under the “forms” section of the main menu. For your convenience, these forms have been updated so that they can be filled out online and printed as needed.
4. **Requests must be received at least two weeks in advance.** Campuses/departments will be asked to compensate Print Shop employees with funds from their own budget if overtime is required to complete requests turned in late.
5. Campuses/departments are responsible for proof-reading the information being submitted for printing.
6. **Only requests for 100 or more copies will be accepted.** Campuses/departments are asked to make copies at their own campus for smaller quantities.
7. For quality printing, Xeroxing, or color copying, a **print-ready computer file such as a PDF file is preferred, however a Word file is acceptable.** If either of these options is unavailable to you, then a **paper clipped original copy (do not staple)** would suffice. Additional charges will be incurred for special finishing work requests and for typesetting/layout and design.
8. Color copying and Poster Printing are available upon request. **Please note that a computer file, as noted above, may allow for better overall print quality.**
9. Since P.R.I.M. will be signing for, picking up, and delivering completed printing jobs, please contact the P.R.I.M. office **only** if you have questions regarding the delivery status of **completed** printing jobs. Otherwise, please call the Print Shop office.
10. Special finishing work (stitching, binding, padding, 3 hole-punching, etc.) usually requires additional preparation and therefore requires additional time for completion.
11. Be sure to include the name of a contact person familiar with the request so that he/she will be able to respond to questions about the request should questions arise.
12. **Print Shop Contact Info - Phone Number: 361-6198 Email: jaguilar@sbcisd.net**