

# Birdville ISD

## Print Shop

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# Services

Printing/Copying  
Color printing  
Stapled booklets  
Binding  
Trimming

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.

# 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 or 11 x 17 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.

## Finishing

### Staples

You have a choice of where you want the staple:

- 1 staple top or bottom left corner

- 1 staple top or bottom right corner

- 2 staples on left edge

- 2 staples on right edge

- 2 staples top or bottom edge

This feature available on portrait and landscape copies.

### Punched Holes

- 2 hole punched

- 3 hole punched

This feature is available on top or side of documents.

### Binding

- Clear plastic front cover with black backing

- 1/16, 1/8, 1/4 are the sizes we carry

- 15 to 120 sheets

- If binding cardstock, 7 to 60 sheets

### Offset

This is a way of offsetting your copies for easier sorting.

**Cannot bundle within job. i.e. can't separate into bundles of 25 from a 100 copy job**

# 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

## Copies

\$0.00966 per click (i.e. one sided is \$0.00966, two sided is \$0.00966 x 2 or \$0.01932)

Color copies are \$0.06 per click

8 ½ x 14 or 11 x 17 paper will count as 2 clicks

## Booklets

No additional cost

When making a booklet, you must send your originals as a portrait setup on 8 ½ x 11 paper, full page printing. The new machine will not take a landscape setup or columns.

## Binding

\$0.94 per binder for 1/16, 1/8, 1/4

\$1.09 per binder for 1/2, 3/4

If only binding your copies, \$0.95/\$1.10 per binder

## Trimmer

No charge at this time for trimming documents

# Print Requests