

# PRINT SHOP PROCEDURES

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

1. All requests should be submitted to the Print Shop via district mail, email, or directly to the office at 450 S. Dowling Street, A-wing, room A-9.
2. Printing requests are available on the district's website under the "forms" section of the main menu.
3. All charges will be billed to a **standardized account number** contained in each campus and department budget. If you have a specific account number you want to use, please write it in the special instructions area or in free space next to the job description.
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.** If this option 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. For poster printing, **PDF's are specifically required.** The poster printer is a **printer**. It is not a copier. Do not send hard copies. If you do, we will call you and ask you to provide a PDF directly from the program in which it was created, i.e., Word, InDesign, Photoshop, among others.
9. Color copying, poster & banner printing are available upon request. **Please note that a PDF file, as noted above, produces better overall print quality.** Also, banners take longer to run than do the posters. For example, an 8 foot banner can take almost an hour & a half to print each one. Plus, if you want a vinyl banner, more time will be needed to spray a clear coat protectant on it and install grommets.
10. 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.
11. Special finishing work (stitching, binding, padding, 3 hole-punching, etc.) usually requires additional preparation and therefore requires additional time for completion.
12. 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.
13. **Print Shop Contact Info - Phone Number: 361-6198 Email: [jaguilar@sbcisd.net](mailto:jaguilar@sbcisd.net)**