

Friendswood I.S.D.  
Print Shop Procedures Guide

Updated 8/12/2020



## *A Message from the Print Shop Supervisor*

First of all, I want to say thank you for what you do! It takes special people to prepare the students of today for a bright future tomorrow. And thank you for allowing myself and the staff of the FISD Print Shop to provide your printed materials.

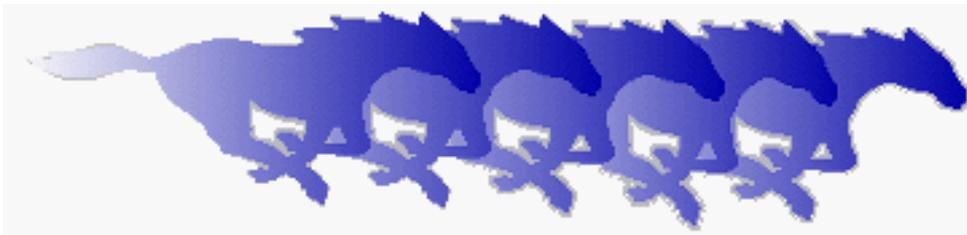
The FISD Print Shop Procedures Guide is designed to provide District employees with information concerning the submission of items to be printed or reproduced. This manual is available on the District's website for your convenience. Your adherence to these procedures enables the Print Shop Staff to provide efficient, reliable printing services for all employees.

I encourage you to discuss your concerns about printing with me anytime and I welcome your suggestions on how we might better serve the employees of FISD.

I look forward to working with each of you this year.

Thanks so much for your cooperation and have a wonderful school year!

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### **GENERAL INSTRUCTIONS**

## **1. Printing Request Forms**

A printing request form must be completed for each job requested. Please be sure to give complete instructions. Jobs will be processed according to the instructions on the form. If the instructions are incomplete, we will email you for more information.

## **2. Priority Printing Requests**

In case of an emergency, Principals may approve priority requests. **The form must be SIGNED by the Principal. Please do not abuse this privilege.** These requests must be ***HAND-CARRIED*** to the Print Shop and ***PERSONALLY PICKED-UP*** from the Print Shop. **If the request is not submitted before 4:00 p.m., the job may not be completed by the following day.**

## **3. PTO's, Booster Clubs and Student Organizations**

Printing by PTO's, Booster Clubs, and Student Organizations must be written on the job request form to eliminate confusion with District printing. Billing will be handled through the district administration's Finance Department. Printing must be picked up by the representative.

## **4. Copy-Ready Originals**

All items submitted for printing must be copy-ready and must be thoroughly proofed prior to submission to the Print Shop.

***NOTE: Items will be printed exactly as submitted.***

Submit only clear, concise copies. The quality of a printed item diminishes over time as it is reproduced. If you submit poor quality items to the Print Shop, the result will be an even poorer quality product.

All copy-ready materials submitted for printing must be on 8 ½ x 11 or 8 ½ x 14 or 11 x 17 white paper. Items that are cut and pasted or taped will not be accepted. Please make one good original on the school office copier before submitting to the Print Shop.

***NOTE: Please do not submit originals with pencil, purple, red or blue ink. They do not reproduce well.***

Please do not send magazines or books to the Print Shop. Make a copy of items first, then submit for printing. Cut off black edges from copy and make a full-sized original.

***NOTE: Black edges left on a copy, after only a few copies, will take the machine out of service for several hours.***

***REMEMBER: Always make and keep a copy of every item before submitting it for printing in case of loss or ruined copy!***

## **5. Process Time**

Printing services will be offered every day during the regular (five day) work week.

**PLAN AHEAD! Allow at least five (5) working days for each job to be processed.** Do not include weekends or holidays when determining due date. Do not turn in a job on Friday and expect it to be ready Monday morning. Also, allow extra time for delivery. Large jobs will require more than one week. Every effort is made to process each job as soon as possible, and

many times it only requires one day; however, that does not change the 5-day processing requirement.

**NOTE: Please remember, your job is not the only job in the Print Shop.**

Although you are encouraged to submit orders ahead, please specifically designate the date you require each item. Be fair to your colleagues. The Print Shop processes print jobs for over 400 employees and takes pride in giving each job the time and attention it needs. Please give us ample time to process your printing requests by adhering to the five day rule.

**NOTE: Tests and classroom worksheets will be given priority over other printing jobs, but remember to designate that the item to be printed is a test or worksheet.**

Every effort is made to provide you with quality printing or copies, but if the copiers are down or producing inferior copy quality, please be patient.

### **Quantity Requested**

**Please coordinate print jobs with the teachers in your grade/department and check with your team leader before requesting copies.** If other teachers in your department want the same item printed, it will save time if all can be printed at the same time.

## **6. Print Request Pick-Up and Delivery Service**

Print requests are picked up from campuses by district mail service first thing each morning. Completed print jobs will be delivered to each campus at the start of the school day.

We encourage you to discuss your print requests with any of the Print Shop staff. The Print Shop is located at 400 Woodlawn, Suite B, in the Support Center building (next to the transportation department). The telephone number is 281-482-2696 or 281-996-6635. Please direct comments or compliments to Jaclyn King, the Print Shop Supervisor, [jking@fisdk12.net](mailto:jking@fisdk12.net), Office ext 6732, Main ext 6635.

**Print Shop Hours: 7:30 – 4:30 (Gates open at 7:00am and close at 5:00pm)**

## PRINTING REQUEST FORM INSTRUCTIONS

School/Department: Campus or department of person making request

Teacher: Name of person making request

Date: Date the form is completed by the person making request

Date Needed: Date the job is needed. Designate the due date for each job requested.

***NOTE: You must allow at least five (5) working days (not including weekends, holidays or non-work days) for each job to be processed.*** Some jobs will require longer than five days to process.

Quantity: List quantity needed for each page submitted.

Size: List size of paper required. For example: 8 ½ x 11 – Letter size or 8 ½ x 14 – Legal size. Designate other sizes as needed.

Color: **Color of paper – NOT color of ink.** Black ink will be used unless otherwise specified. Colored ink will only be used for specialty jobs.

***NOTE: Color ink jobs are more expensive. Please ask for pricing if necessary.***

### Job

Description: **Brief description of each item to be printed. If more than one job is submitted at one time, list instructions for each job.** This is important for future reference and recordkeeping.

Pad: Items of 50+ sheets may be padded (glued on one end) up to 8 ½ x 11 in size.

**\*Drill:** Holes may be drilled upon request. Three holes are standard. ***\*See note below***

Fold: Collated and/or stapled jobs may not be folded, unless it is part of a booklet print job. Only single sheets may be folded.

Collate: Arrange pages in the sequence they are to be printed. Numbered pages will assure proper order.

Cut: We cannot cut anything smaller than 2 ½ inches.

**\*Staple:** Jobs will not be stapled unless instructions are given to do so. Please note if a job will need two staples (on outside) or booklet (on inside and folded) ***\*See note below***

Front Only: Designate if item is to be printed on one side only.

Front & Back: Designate if item is to be printed on front and back of each page.

### Authorized

Signature: The person authorized to approve printing requests on your campus.

***\*Note:*** **Either request that the item be drilled or stapled, but not both.** ***Reason:*** The item is automatically stapled by the copy machine. If the item is then drilled, the drill bit hits the staple and dulls the bit and breaks the staple.

## **SERVICES OFFERED:**

- \*Black & White Printing
- \*Color Printing
- \*NCR Printing (2pt, 3pt, 4pt)
- \*Certificate/Specialty Paper Printing
- \*Envelope Printing (Various Sizes – Contact Print Shop)
- \*Padding
- \*Drill/3-hole Punch
- \*Cutting
- \*Booklets 2-staple (Small and Large – Contact Print Shop)
- \*Binding for Booklets
- \*Business Cards

**If you don't see a service listed above that you are needing, please contact the Print Shop anyway, we might be able to help you.**