



WHO ARE WE:

Printing and Graphic Services is a NON-PROFIT full service print shop located at the Davis School District administrative offices in Farmington. We offer a full line of printing at non-profit pricing. If you are getting printing elsewhere, it is almost guaranteed that your costs will be higher.

HOW DO YOU ORDER:

All orders are to be placed through our online ordering system.

https://davisk12ut.webdeskprint.com/PSP/app/PSP_Start.asp. (First- time users will be required to register.)

HOW DO YOU PAY:

For school district orders-

Orders will be charged to your schools general budget account by default. Specific budget accounts can also be used if the budget account number is selected from the drop down box or the full account number is specified in the billing comments section. When using our services, employees do not need to obtain a purchase order and there is not a requirement for securing multiple bids.

**PTA orders can be paid for by cash, check, or credit card upon pick-up (3% additional charge for credit card).

For community orders-

You can make arrangements to be billed or you can pay cash, check, or credit card upon pick-up (3% additional charge for credit card).

**School district orders will be given priority during peak season (May - August).

For personal orders-

You can pay by cash, check, credit card (3% additional charge for credit card).

**School district orders will be given priority during peak season (May - August).



**Scan here for
online ordering**

HOW WILL I RECEIVE MY ORDER:

Orders are shipped daily to all Davis school district locations through our district delivery services at no charge. All non-district orders can be picked up at our office 7:30 a.m.- 4:30 p.m. or can be shipped by U.S. mail for an additional charge.

**We make every effort to provide same-day service on all orders excluding our peak season (May - August) in which we do our best. We guarantee delivery by to the first day of school for any job submitted prior to August 1st. Early submission is greatly appreciated.

WHAT DO WE PRINT:

Black and white and full color printing up to 13x19

- 8.5x11 ● Programs ● Brochures ● Postcards ● Tabs
- 11x17 ● Invitations ● Spiral Bound Books ● Envelopes
- 12x18 ● Bookmarks ● Letterhead Business Cards
- 13x19 ● NCR (Carbonless copies) ● Notepads

Large format printing (larger than 13x19)

16x20, 18x24, 24x36, 36x48 etc.

Photo paper up to 60" wide

Vinyl banner up to 80" wide

Sticker up to 54" wide

Fabric up to 60" wide

Magnet up To 48" wide

- Posters ● Stickers ● Vinyl Banners
- Yard Signs ● Magnets ● A Frame signs and Holders
- Foam printed Signs ● Roll up Banner Stands

Vinyl Lettering up to 42" wide

Plastic ID Cards

Lamination up to 45" wide

Any custom promotional items at wholesale

Under print and copy, promotional items, you will find a link at the top that will take you to a promotional items website (this website is for browsing only). The website will show you the retail price and minimum quantity to order. We order wholesales which is about 40 - 50% off retail. The price includes one color logo.

DVD copy and print

You can always find a link to our online ordering on the DSD website under departments, - Printing.

HOW DO WE KNOW THE PRICE:

You can enter a potential order online and before hitting the finish button **it will show you your price**. At that time you can cancel, save as quote or finish which submits the order. Upon submitting your order, you will get a Job number and an email confirming your submission. You will get emails throughout the process keeping you updated on the status of your job, including when it is ready to be picked up or has been sent in the delivery.



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online ordering**