

Duplicating Services

— PRICES AND SERVICES —

Printing Projects and Services

For a nominal fee, we are ready to print your booklets, workbooks, business forms, test sheets, brochures, announcements, programs, flyers, memos, note pads and just about any district printing project you need. We also provide these specialty services:

- Business cards: 250, 500, and 1,000 quantities
- Envelopes: 500 per box with or without windows
- Transparencies
- Tape Binding
- Stapling
- Folding
- Cutting
- NCR Forms
- Collating
- Padding
- 3-hole Drilling

Turn Around Time

On your Duplicating Request Form, be sure to include the actual date you need your project completed (not "ASAP" please). By planning ahead and giving us ample time, we should be able to complete your job and meet your deadline. PLEASE NOTE - the LBUSD warehouse needs additional time to deliver your job. Sites are encouraged to pick up rush jobs whenever possible.

We offer RUSH service (1-2 day turnaround). Call for details.

Business Card Masters

Business card masters are created by the Graphic Arts Department. Please call Graphic Arts at extension 7203 for complete instructions and order forms, or download a business card request form from their website at: www.lbschools.net/oms/order.htm

Creation or Revisions to Print Jobs

Duplicating Services can only utilize camera-ready art and does not create or revise graphics projects. Please call the Graphic Arts department at ext. 7203 for assistance in creating or revising your project.

Color!

Printing

by Duplicating Services

Now with Faster Turnaround Time!

Brighten up your printing with affordable color from Duplicating Services' digital color printing technology. Compare these prices and save!

Prices for Size 8 1/2" x 11"			
Quantity	Price per side	Quantity	Price per side
1-249	40 cents	1,000-5,000	20 cents
250-999	30 cents	Over 5,000	15 cents

Other Paper Sizes
We can also print on 8 1/2" x 14" or 11" x 17" for an extra .03 cents per sheet, or 13" x 19" for an extra .04 cents per sheet.

Glossy Paper & Cover Stock
For glossy paper or heavy paper (cover stock), add .03 cents per sheet.

To ensure optimum color output, be sure to supply a color digital file. For the best possible quality, the preferred file format for color printing is Adobe Acrobat PDF.

BLACK & WHITE

Standard Black & White Copies

2.5¢ - 1-side 4.5¢ - 2-sides (BEST DEAL)

Standard Paper Colors: white, canary (yellow), blue, tan, ivory, goldenrod, green, orchid, pink, and salmon.

Cover Stock and Astrobrites

Heavy card stock (cover) or brightly colored "Astrobrites" (both available to order from stock), carry a small extra charge.

Cover Stock Colors: blue, buff, canary (yellow), cherry, green, ivory, salmon, and white.

Astrobrite Colors: blue, gold, dark green, light green (lime), orange, magenta, red and yellow.

Special paper can be ordered and the cost added to our regular charges, or you may provide your own paper.

Other Paper Sizes

Printing on 11 x 17, 12 x 18 or 13x19 carries an additional cost per copy. There is no additional cost for printing on 8 1/2" x 14" paper.

Visit us on the web at
www.lbschools.net/purch/duplicating

or call **x1795**
for more information



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