

## Paper List :

### 20# Pastel Paper Colors:

Blue	Salmon	Yellow
Green	Lilac	Goldenrod
Pink	Ivory	Gray

### 110# Pastel Cardstock Colors:

White	Blue	Green
Yellow	Salmon	Ivory
Lilac		

### Astrobright 60# Text and 65# Cover:

Sunburst Yellow	Terra Green	Celestial Blue
Gamma Green	Plasma Pink	Terrestrial Teal
Cosmic Orange	Re-Entry Red	
Blast Off Blue	Lunar Blue	
Gravity Grape	Outrageous Orchid	

### Email Address:

LWSDprintrqst@LWSD.org

### Staff:

Scott Ploeger—Supervisor  
Loring Wells  
Stacey Sagara  
Rita Snyder—Mail and Forms

### Print Center Address:

Support Services Center • 15212 NE 95th Street • Redmond, WA 98052

### Phone Number:

425-936-1110



## PTSA and Non-Profit

## Print Center Reference Brochure

### Submitting a Job to the Print Center

#### Electronic:

- Fill out the electronic job request form **COMPLETELY**
- Attach the PDF files for your artwork along with the job request form in an email to: **LWSDprintrqst@lwsd.org**

#### Hard Copies:

- Use our curb side service
- Please bring your original art and a completed print request form

### Proofs

We'll schedule a time with you if you require a proof

### Picking up jobs and payment

#### Curbside Service:

- Available to both PTSA and non-profit customers
- Simply:
- ⇒ Make out your check to **LWSD**
  - ⇒ Park in the visitor spots in front of the Support Services building
  - ⇒ Call to let us know you are here at **425-936-1110**
  - ⇒ We'll bring out your job in exchange for your payment

## The PTSA and Non-Profit Pricing

### Cost per black and white copy:

8 1/2" x 11"	1-sided	2-sided
20# White	.03	.05
20# Pastel	.038	.07
110# Cardstock	.055	.09
60# Astrobright Text	.05	.08
65# Astrobright Card	.065	.10
9" x 12" Envelope	.15	X

### Cost per color copy:

8 1/2" x 11"	1-sided	2-sided
20# White	.20	.35
20# Pastel	.20	.35
110# Cardstock	.20	.35
60# Astrobright Text	.20	.35
65# Astrobright Card	.20	.35
11" x 17"	1-sided	2-sided
110# White	.30	.45
12" x 18" (Poster)	1-sided	2-sided
120# Glossy White	.60	1.10