PUBLICATIONS PRODUCT EXAMPLES

SUGGESTIONS

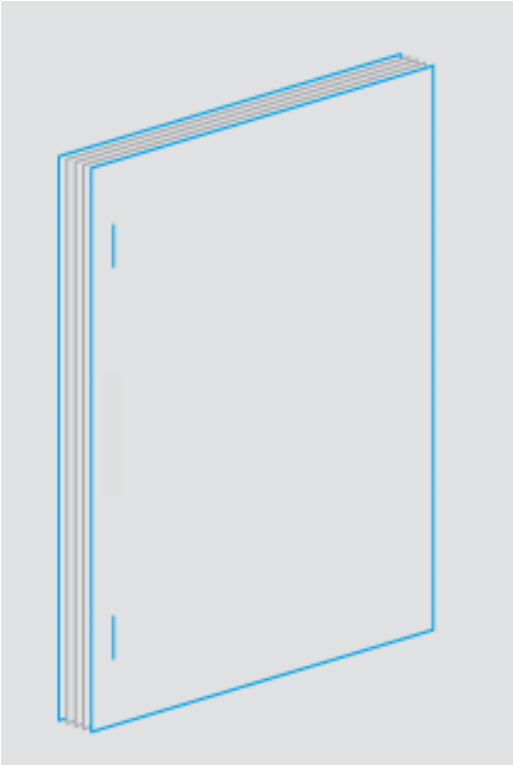
PLEASE EMAIL

PUBLICATIONS@MEDFORD.K12.OR.US

WE WOULD LOVE TO HEAR FEED BACK ON THINGS YOU WOULD LIKE TO SEE ADDED OR MODIFIED.

OPEN BIND

60 pages	**Minimum page requirements**
100 pages	**More Durable Max**
200 Pages	**Maximum page requirements**



Booklet Finished Sizes

Defalt Size	**8.5x11 books**
Tabloid	**11x17 books**
Legal	**8.5x14 books**

SEE BACK FOR DETAILS

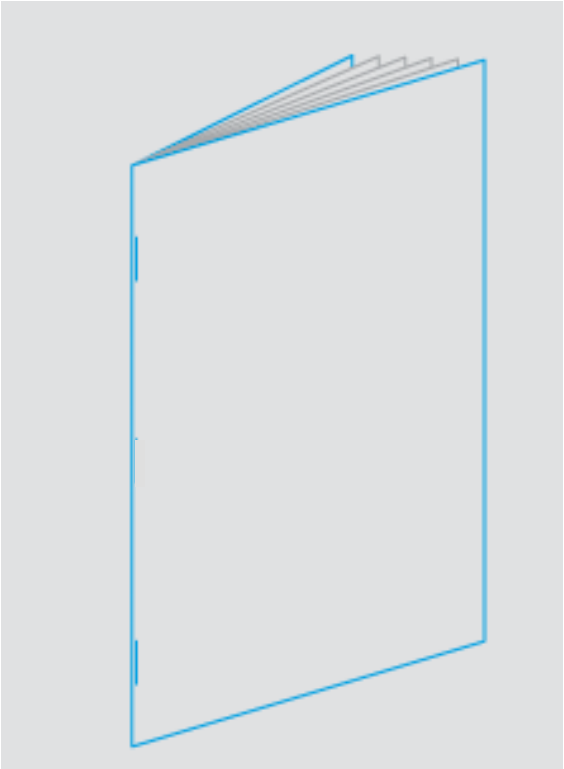
Common Examples: Planners, quick booklets, Work books, Sceince notes, etc

- **Tabloid & Legal only bind on short edge.**
- **Cover on the front and back are advised, not required.**
- **8.5x11 can be cut in half to creat 2 books with one staple a piece.**
- **All sizes can be hole punched**
- **Index (Cardstock) cover is advised, not required.**

CRESCENT FOLD OVER

45 Pages **Minimum Requirement**

200 Pages **Maximum Requirement**



Booklet Sizes

Large booklets	**11x17 fold over**	**= 8.5x11 books**
Medium booklets	**8.5x14 Fold over**	**= 8.5x7 books**
Small booklets	**8.5x11 Fold over**	**= 8.5x5.5 books**

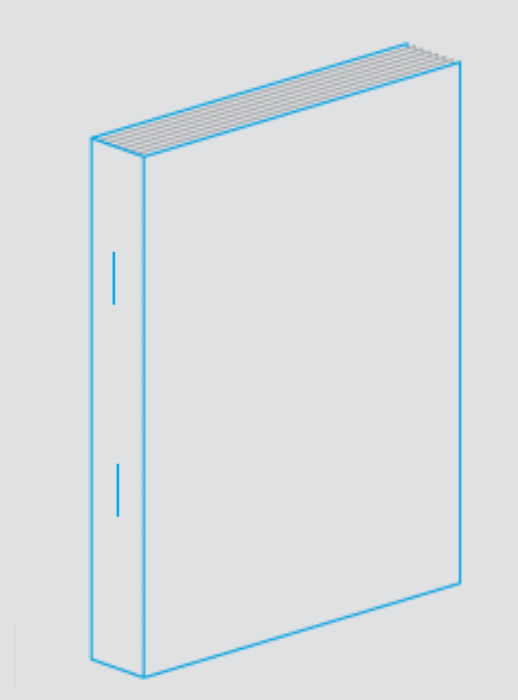
SEE BACK FOR DETAILS

Common Examples: **Decodables & Blend-it-books & Calendars**

- **This option can be ran on any of our machines.**
- **These can be hole punched.**
- **We do have 2 extra options that can be used but only one machine can preform this:**
    1. **3 edge trim – Trim off the 3 outter edges to get rid of white margins**
    2. **Long edge trim - cuts the long edge after all pages have been stapled together. This give the long edge a nice flat edge.**

SQUARE FOLD OVER

45 Pages	**Minimum Requirement**
200 Pages	**Maximun Requirement**



Booklet Sizes

Defalt Size	**11x17 fold over = 8.5x11 books**
Medium booklets	**8.5x14 Fold over = 8.5x7 books**
Mini Booklets	**8.5x11 Fold over = 8.5x5.5 books**

SEE BACK FOR DETAILS

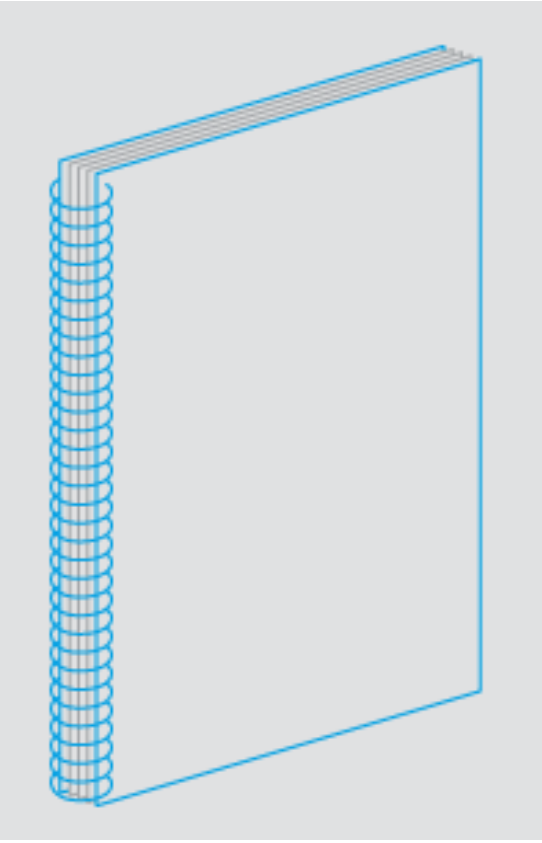
Common Examples: **School Planners, text books, & writing books**

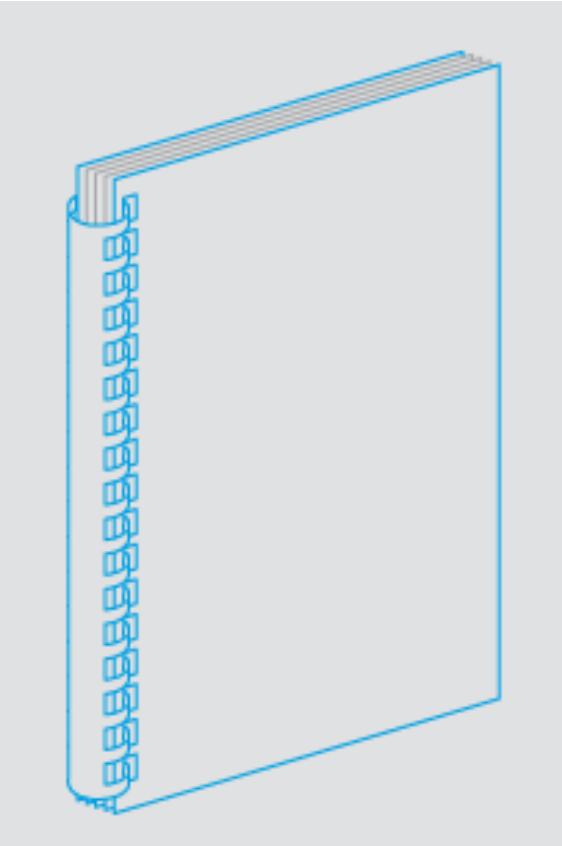
- **We currently have one machine that can run this style of book. We are looking into getting another one in the near future.**
- **These can be hole punched.**
- **We do have 2 extra options that can be used but ony one machine can preform this.**
    1. **3 edge trim – Trim off the 3 outter edges to get rid of white margins**
    2. **Long edge trim - cuts the long edge after all pages have been stapled together. This give the long edge a nice flat edge.**

LIMITED STOCK

2 OPTIONS THAT WE ARE PHASING OUT

SPIRAL BINDING & COMB BINDING





SEE BACK FOR DETAILS

DIFFERENCE BETWEEN

Only Offered if all other options do not quailify for the job.

SPIRAL

- **Minimum sheet to quailify for this: 204 Pages**
- **Can not add papers once coil is on**
- **Publications will place coils on these orders. No order will be delivered without the coils.**
- **Coils are put on the product before it leaves.**

COMB BINDING

- **No minimum sheets required**
- **Can add papers at a later time using the comb bind machine the school has in the workroom**
- **Publications does not place combs on books. Combs maybe included in your box.**
- **Combs are added to the box that product is sent in.**

- **We do not hole punch either one of these styles**
- **Index cover is suggested but not required**

Posters

These sizes do not come in INDEX (CARDSTOCK).

These cannot be laminated at this time.

- **36”x48”**
- **30”x42”**
- **26”x38”**
- **24”x36” Default size we do if not stated in tickets.**
- **18”x24” Most commonly used sizes**
- **CUSTOM: As long as on side is 36” or less we can do just about any length up to 125”.**

Options we can also provide in INDEX (CARDSTOCK) or Synthetic Material (Plastic).

These could be laminated according to the lamination guidelines. We will not laminate Synthetic Material!

- **11”x17” known as Tabloid Size**
- **8.5”x11 Known as Letter Size**

Lamination Guidelines

***We are experiencing a lamination material shortage at this time.**

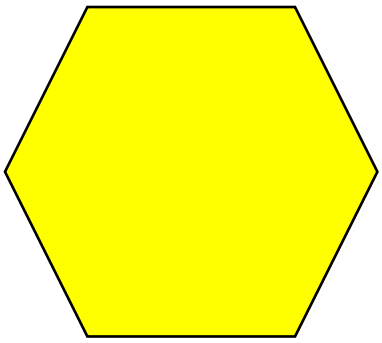
Current Guidelines

- **Usage:** Used for a minimum of 3 school year.
- **Only one of the following below per quarter:**
  1) 50 sheets per requester for 8.5x11 pages
  2) 25 sheets per requester for 11x17 pages
  3) 30 sheets total per requester for a mixture of both sizes.
- **Posters:** No posters of any sort will be laminated at this time except for what was explained above.
- **Delays in product:** Laminator machine runs on Friday's ONLY. The Lamination folders will not be given to the courier until the following Monday.
- **Courier:** This is a separate department. Call 3101 for eta on closed tickets.
- Alternative Lamination material (plastic material this page is printed on) is known as SYNTHETIC MATERIAL. Largest print size is 12x18. We do have 8.5x11 size available as well. We can cut these for you as long as it is a square or rectangle with a minimum of 2 inches.

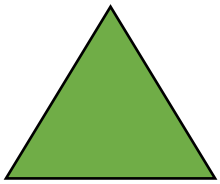
Geometric Shapes

Investigations Shapes 1”

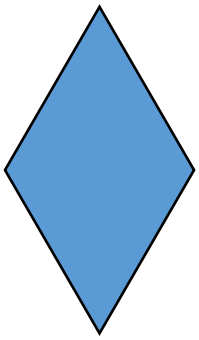
These colors only



Hexagon



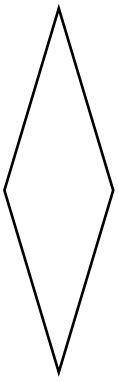
Triangle



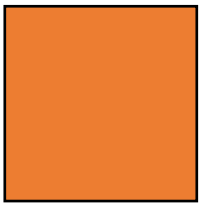
Parallelogram



Trapezoid



Rhombus

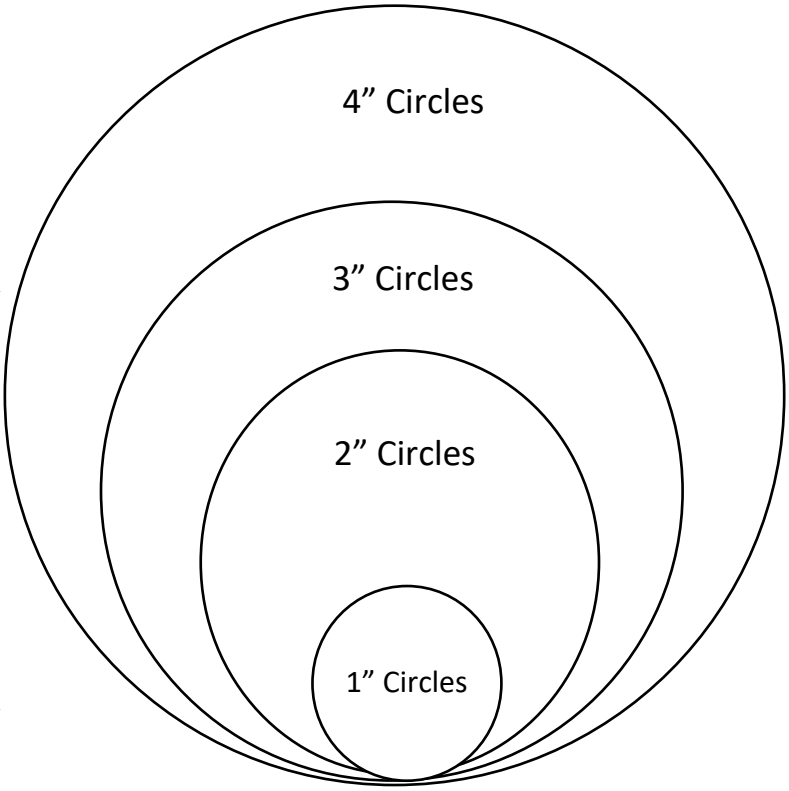


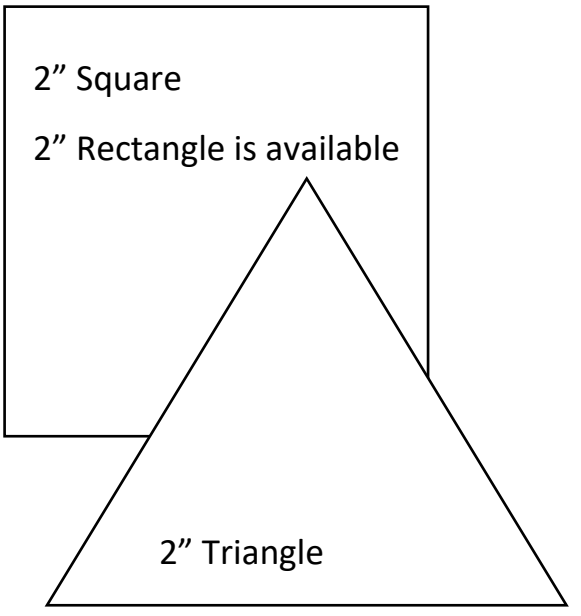
Square

***We ask that these shapes get their own tickets if you plan to use them for investigations or not.**

Other Available Shapes

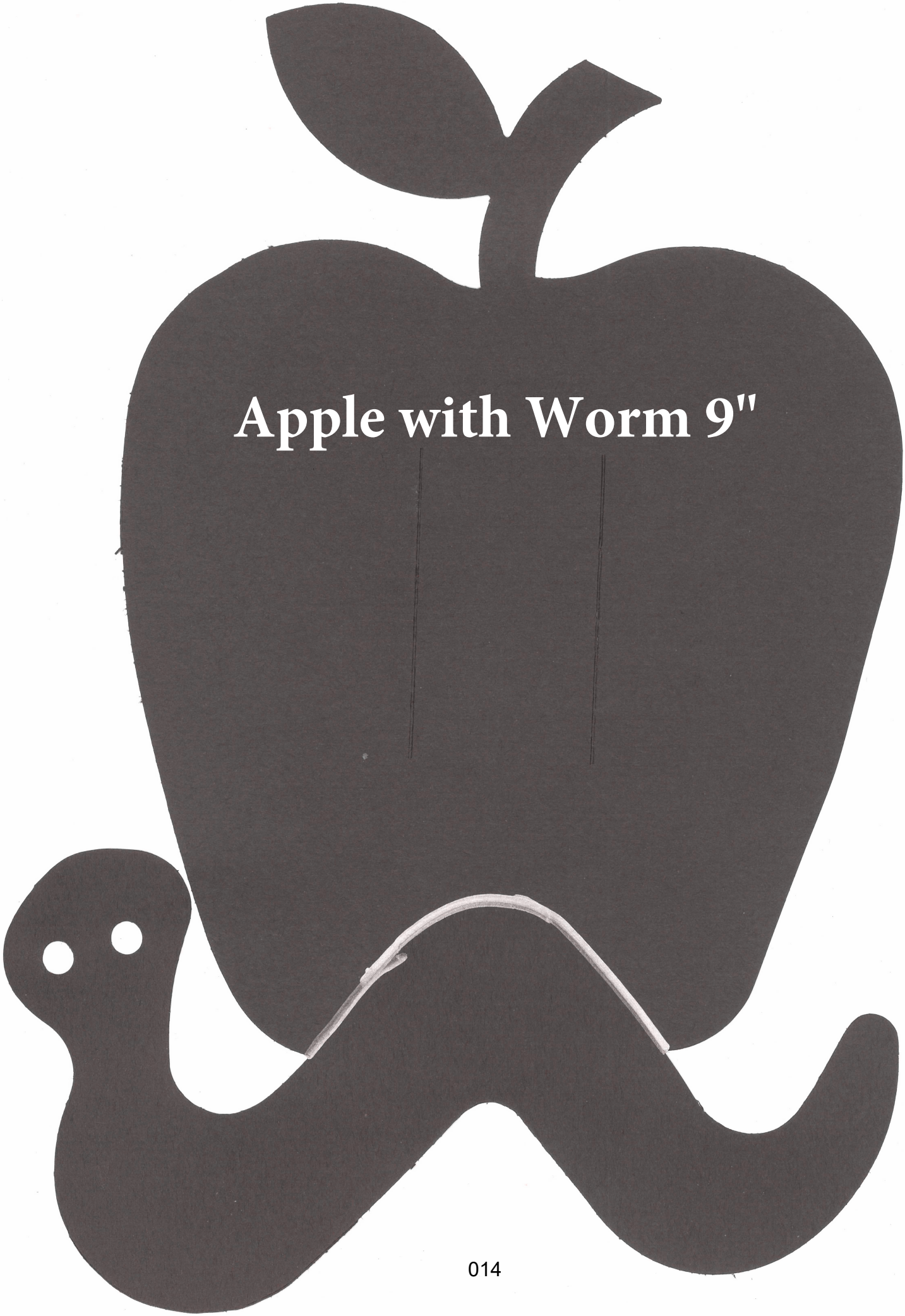
***Order in any color available in Construction paper**



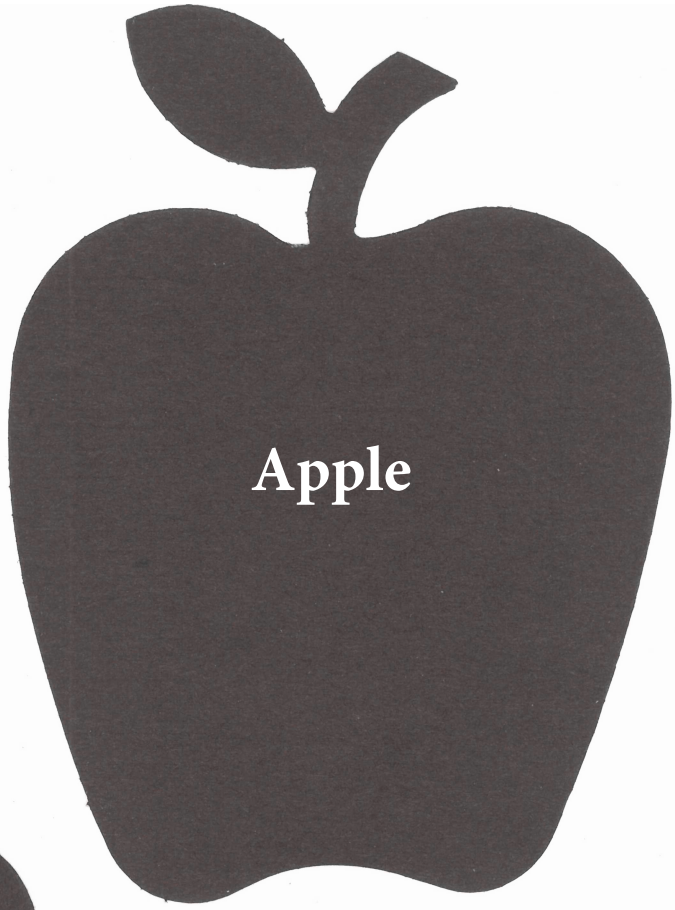


These Shapes are Actual Size

Apple with Worm 9"



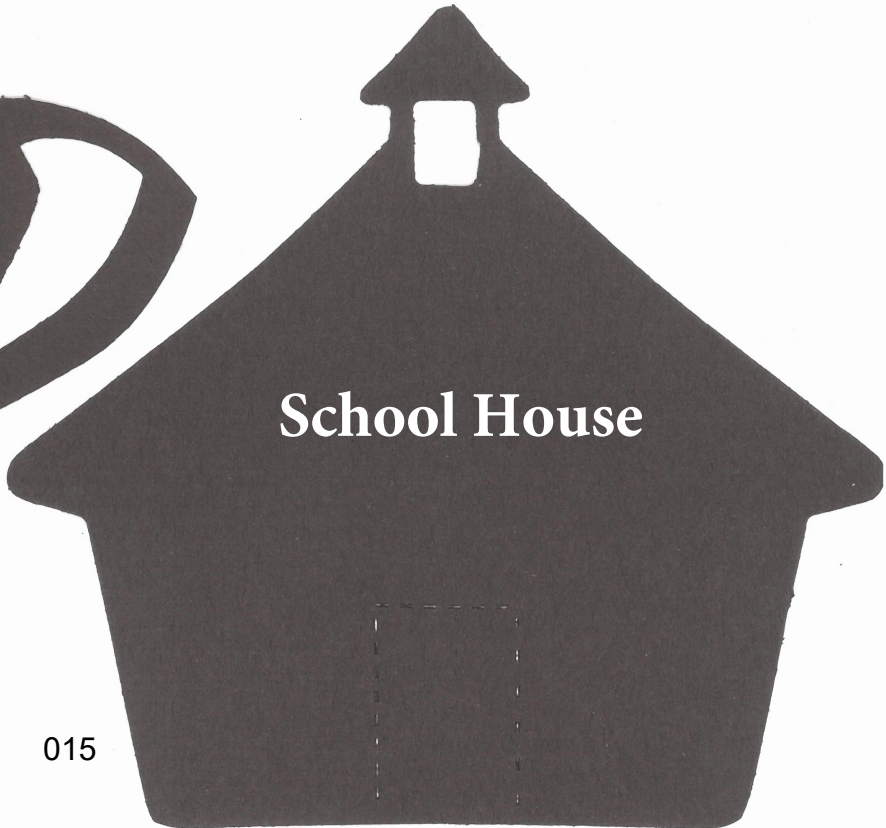

Award


Apple


Apple with
Worm


Worm


Backpack

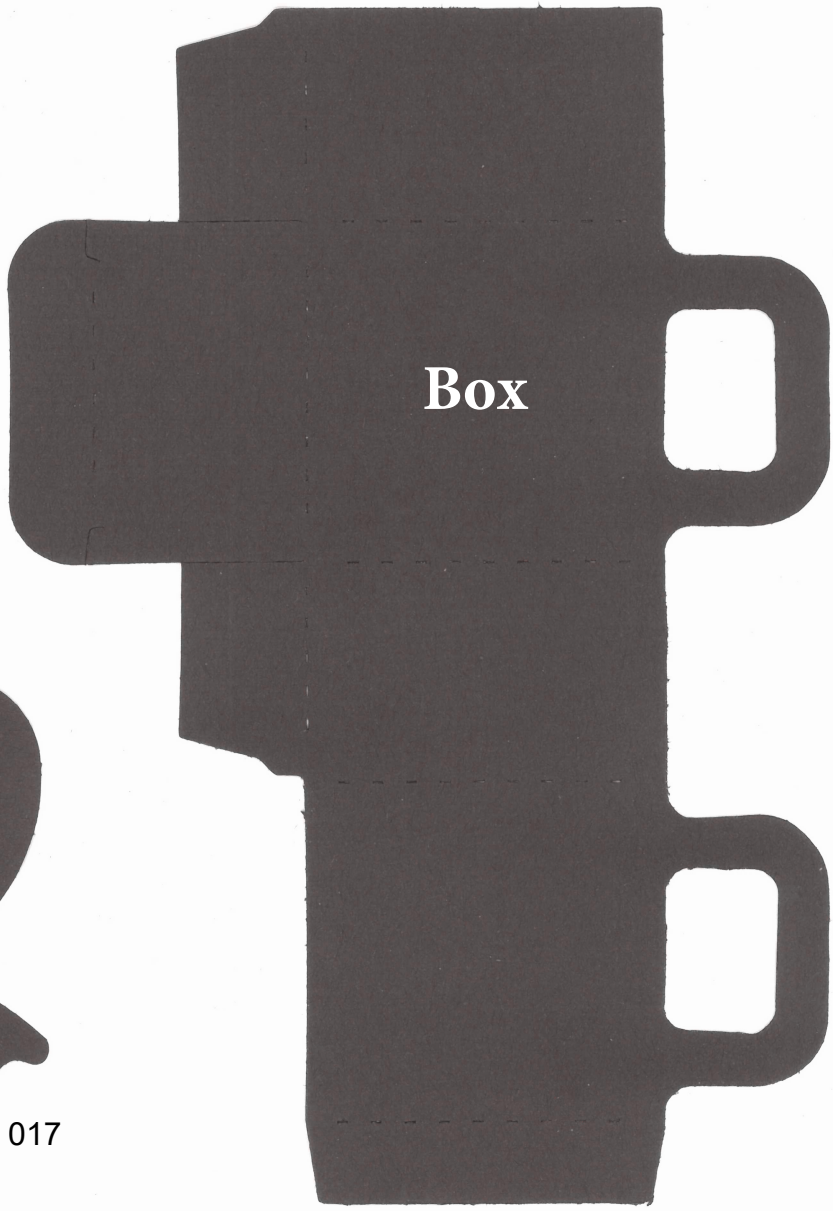

School House

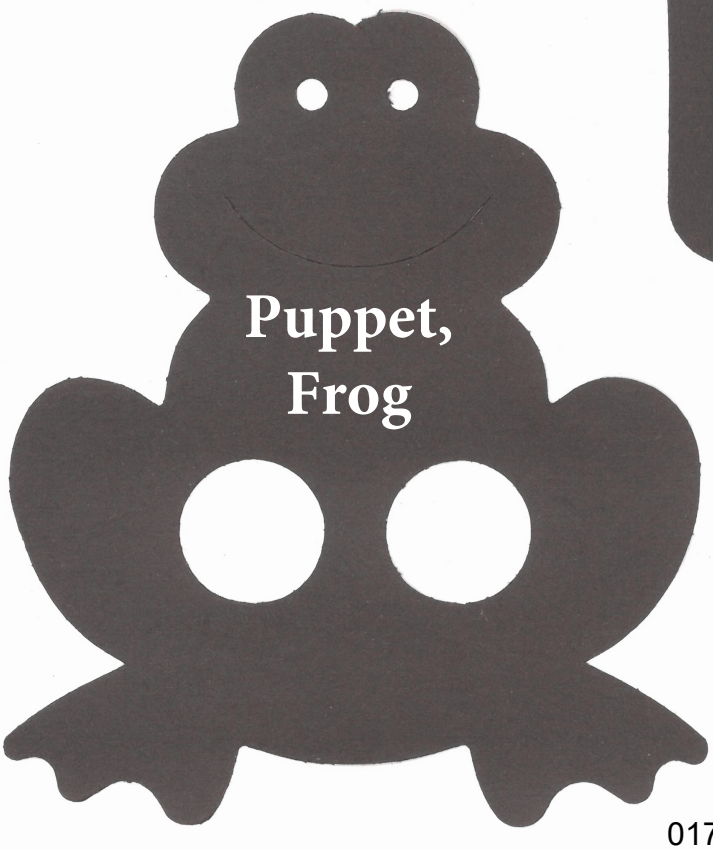


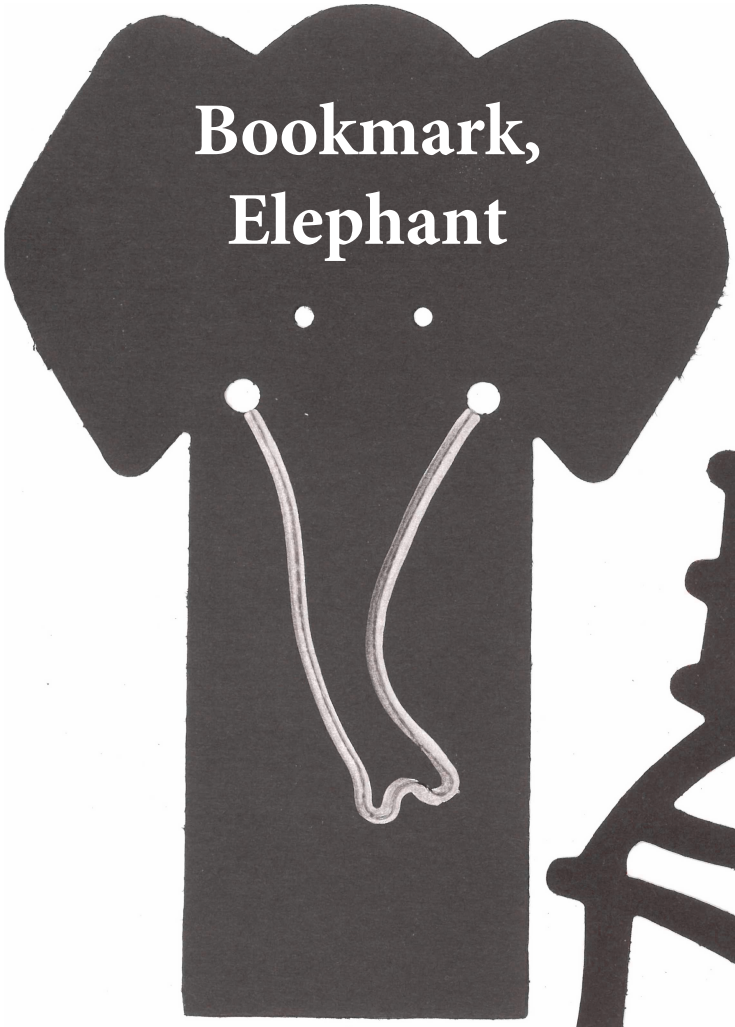


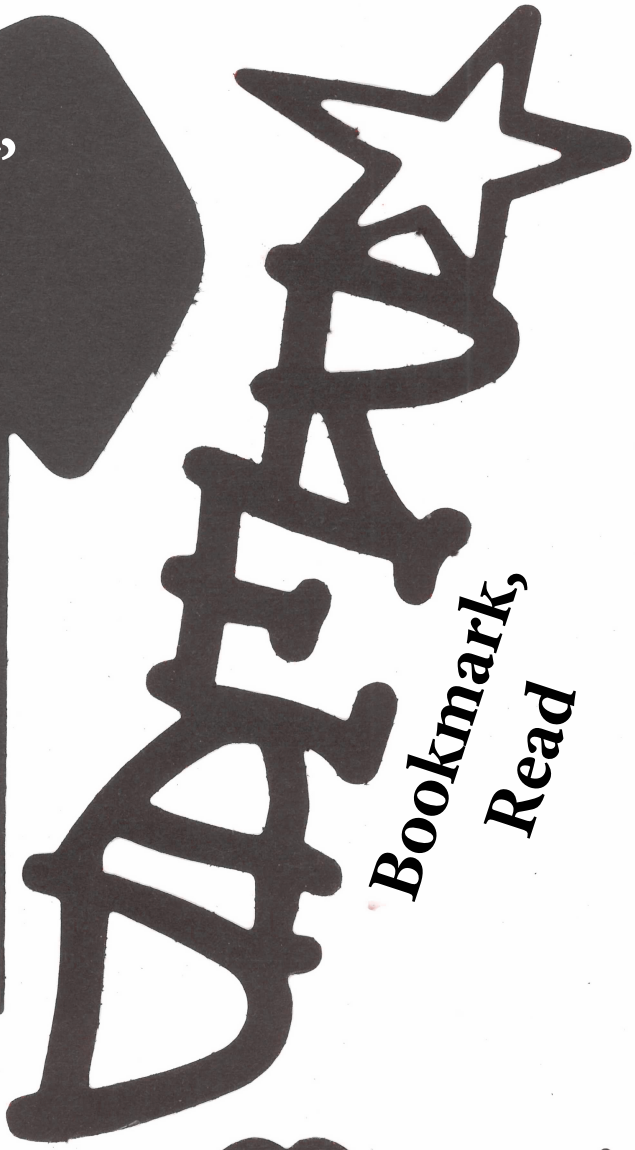
016

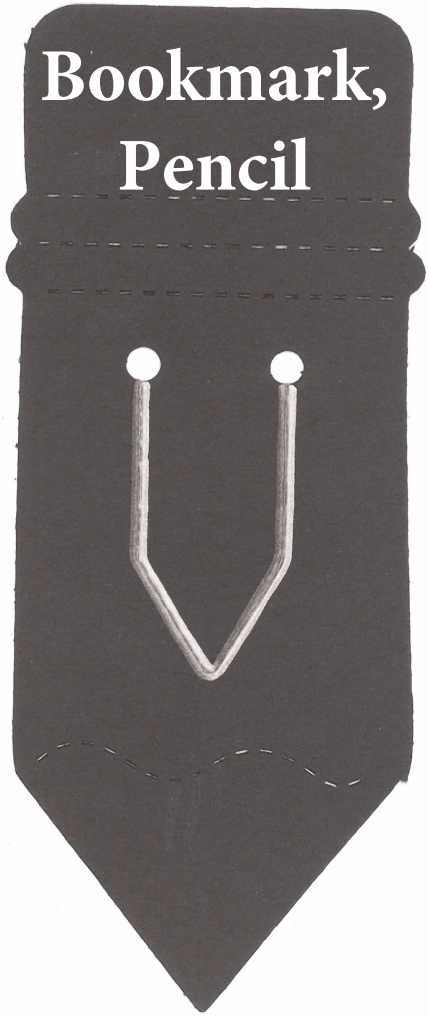

Glasses
(3pc)

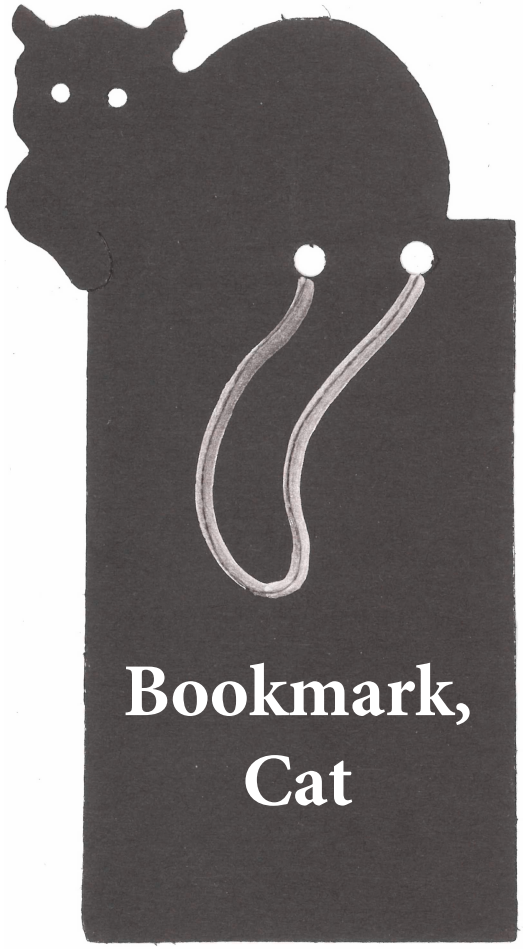

Box

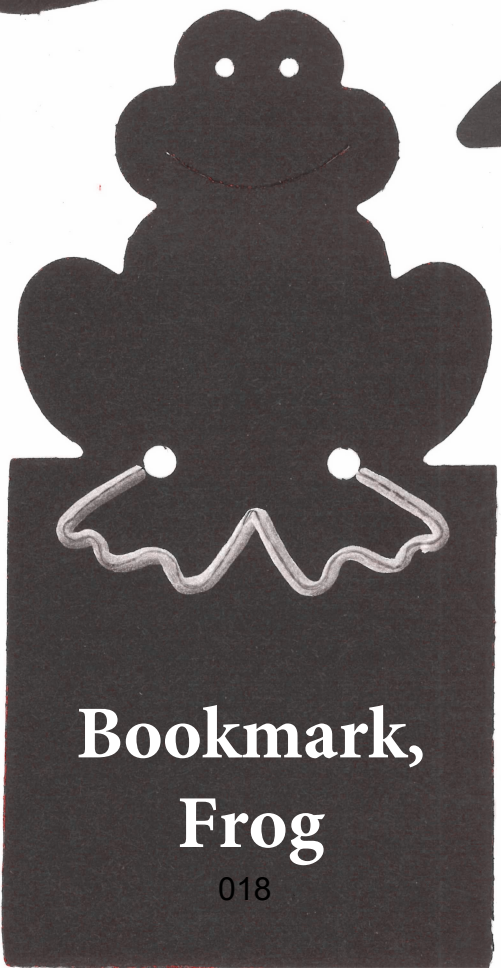

Puppet,
Frog

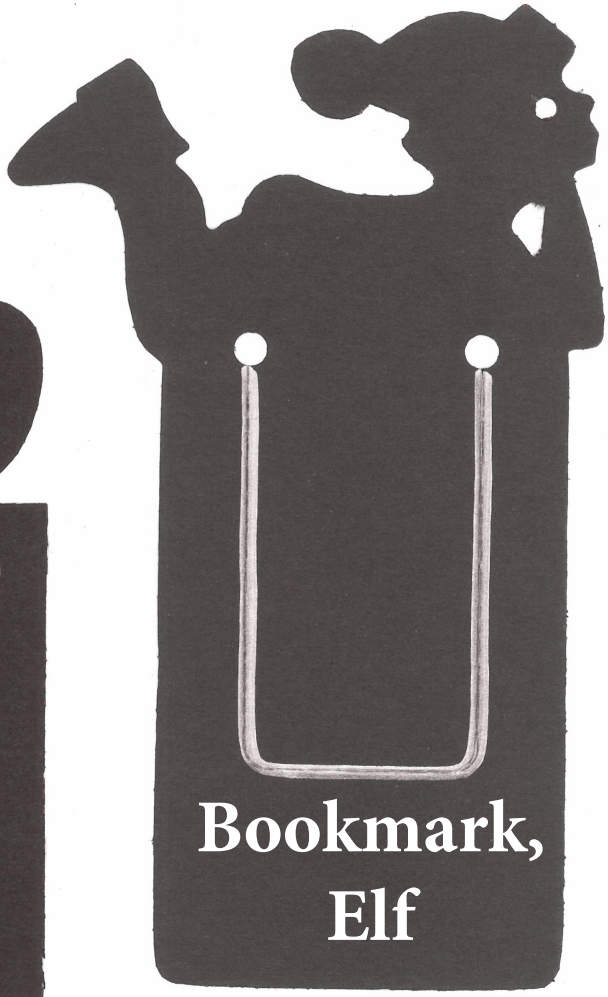

Bookmark,
Elephant

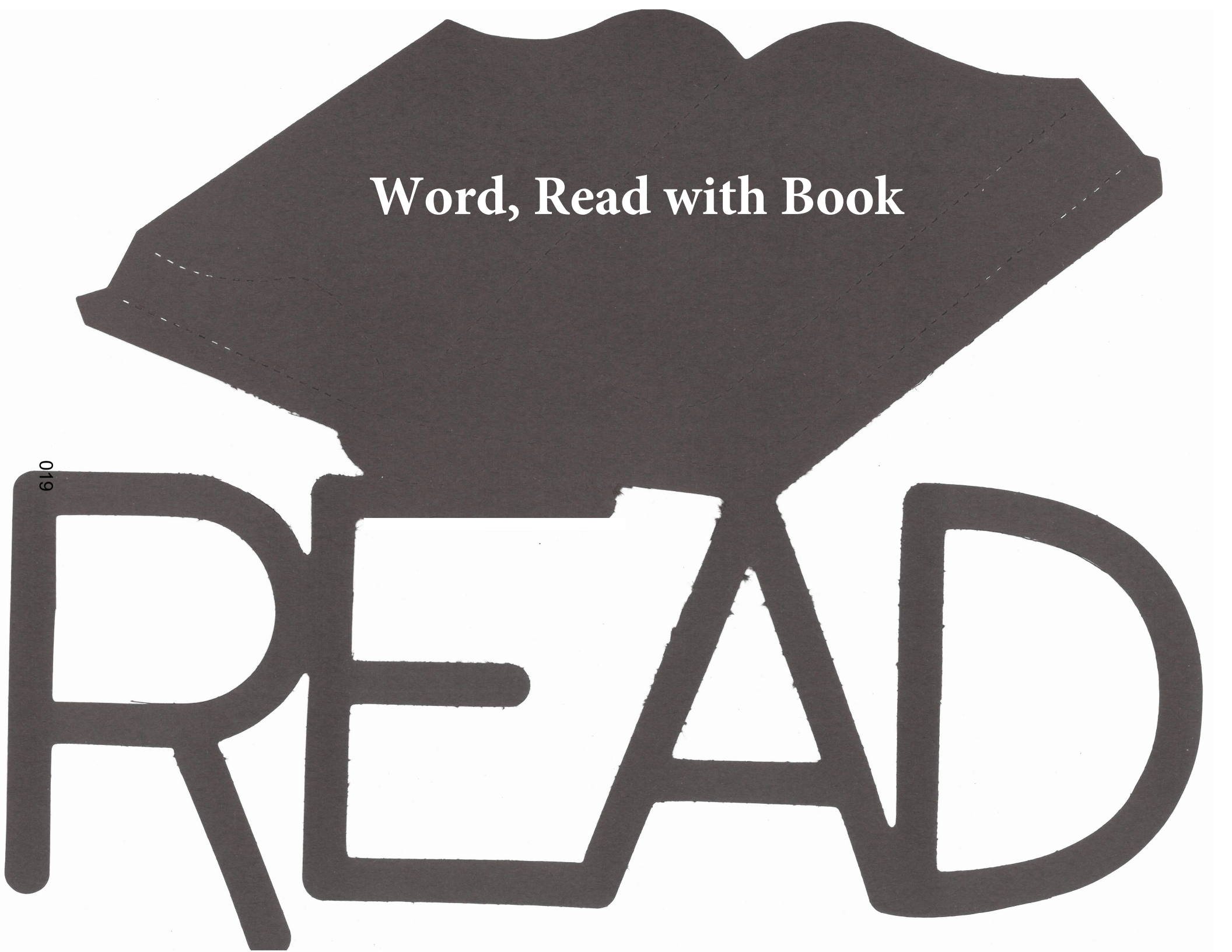

READ
Bookmark,
Read

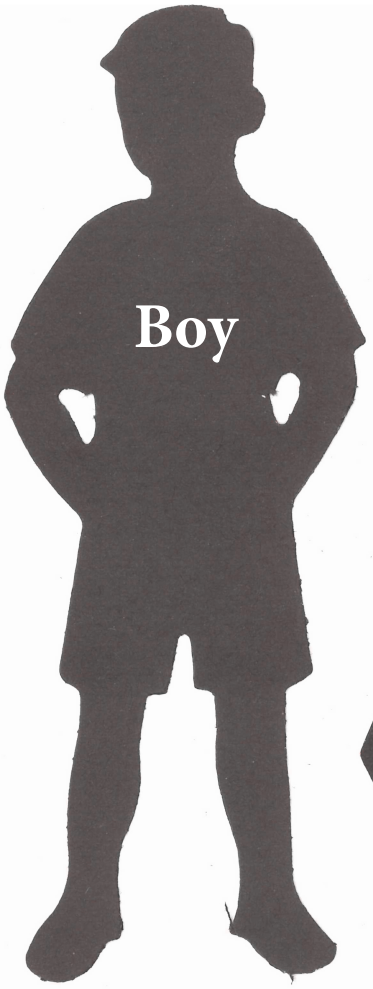

Bookmark,
Pencil


Bookmark,
Cat


Bookmark,
Frog

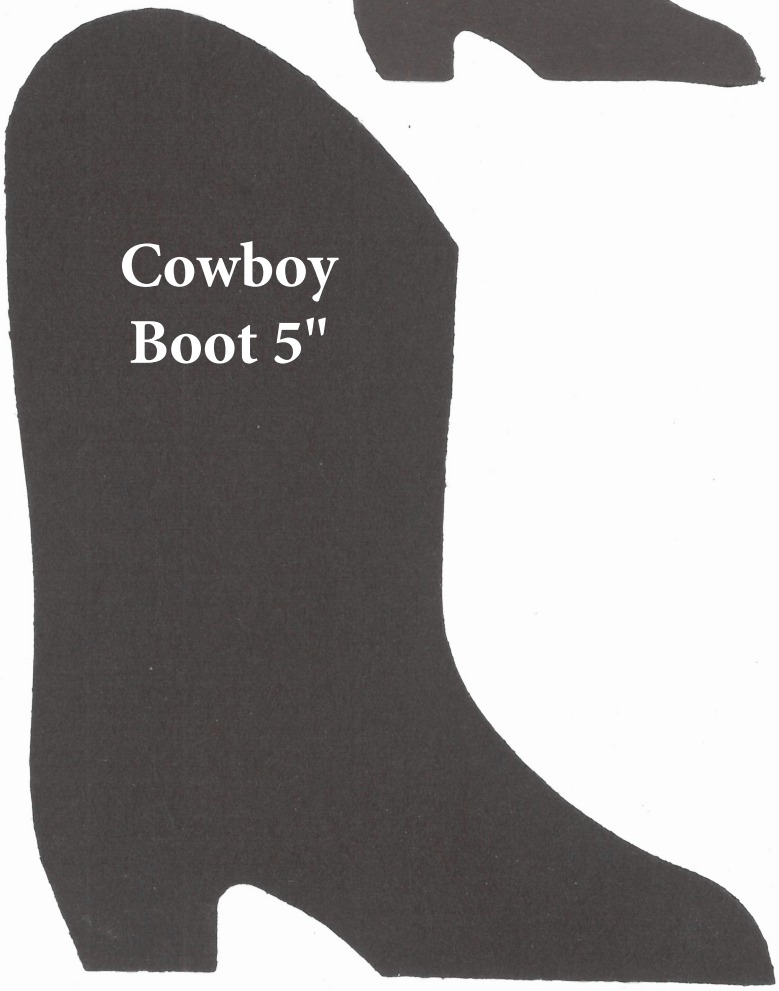

Bookmark,
Elf

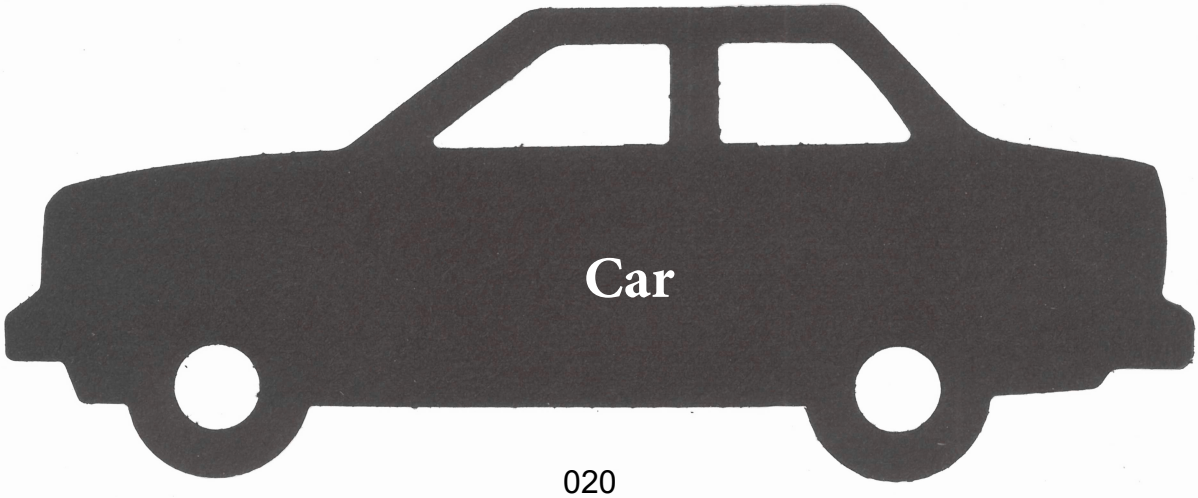

Word, Read with Book
READ
019


Boy


Cowboy
Boot 3"


Girl


Cowboy
Boot 5"

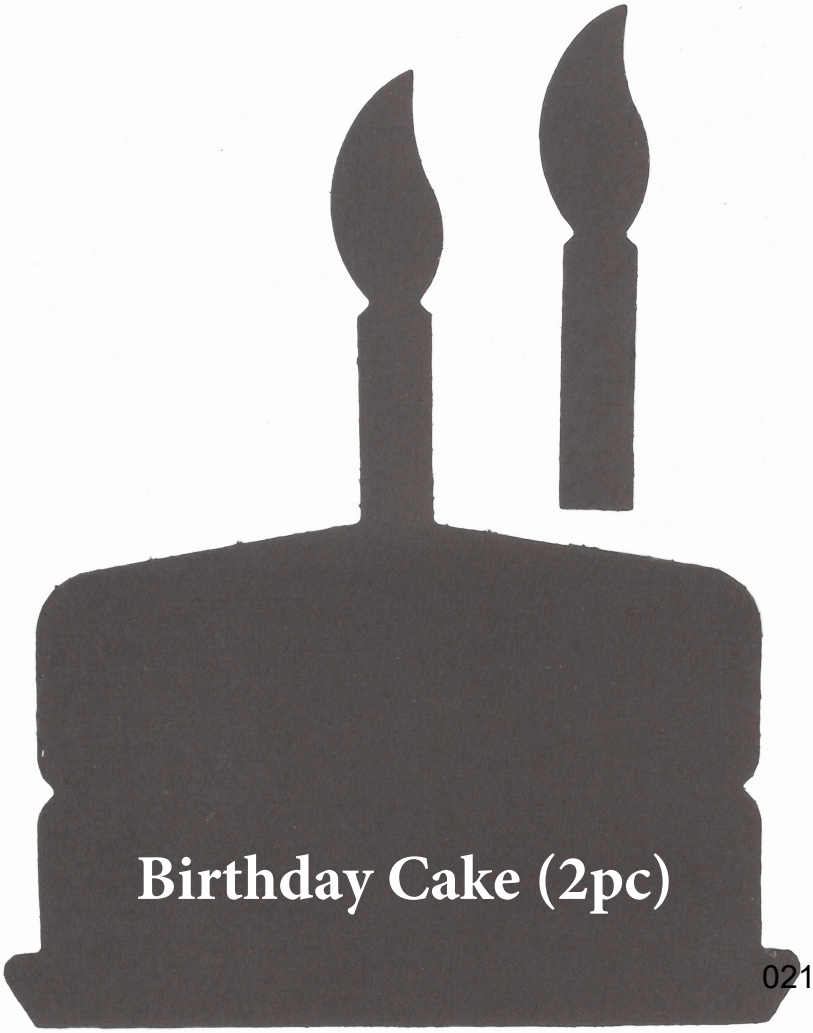

Car



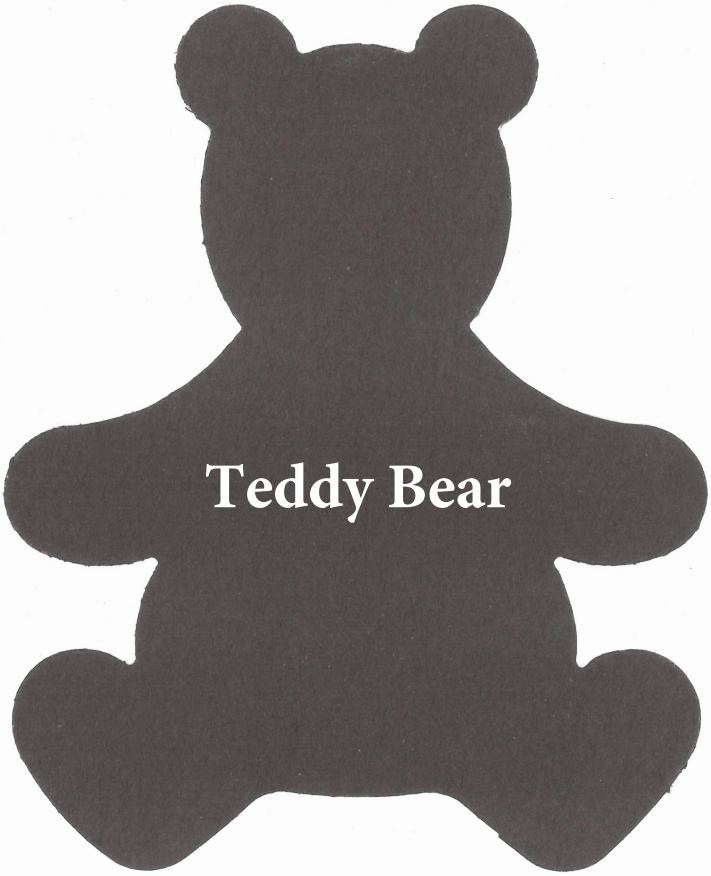
Smiling Face



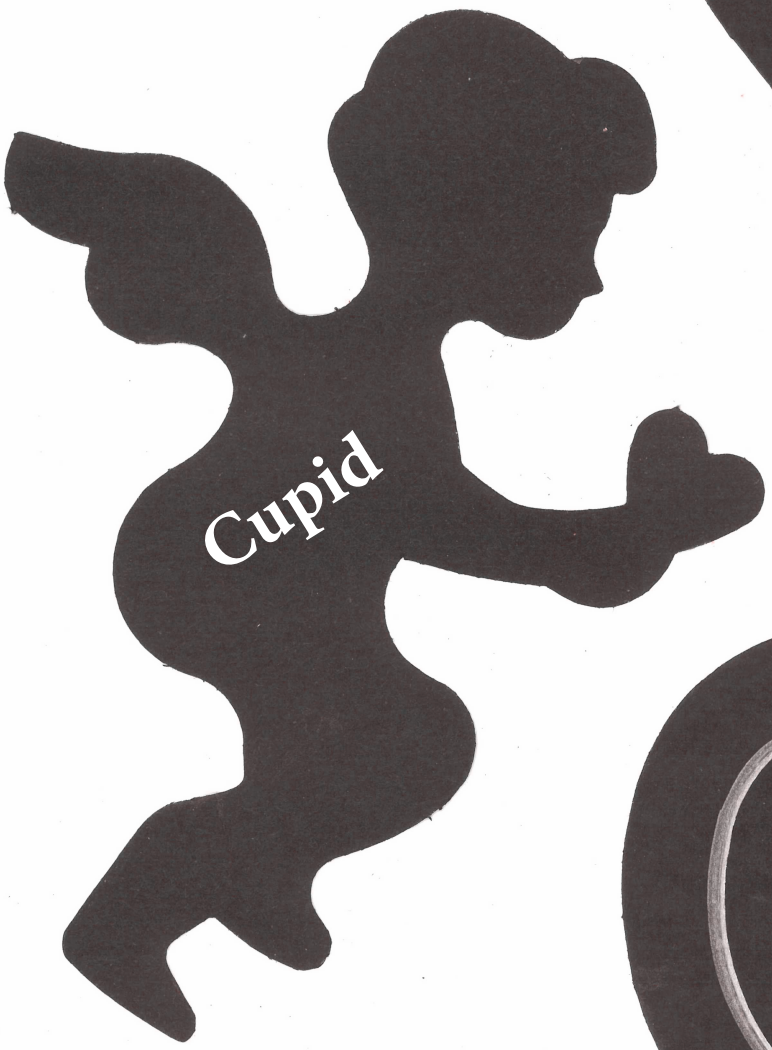
Hand

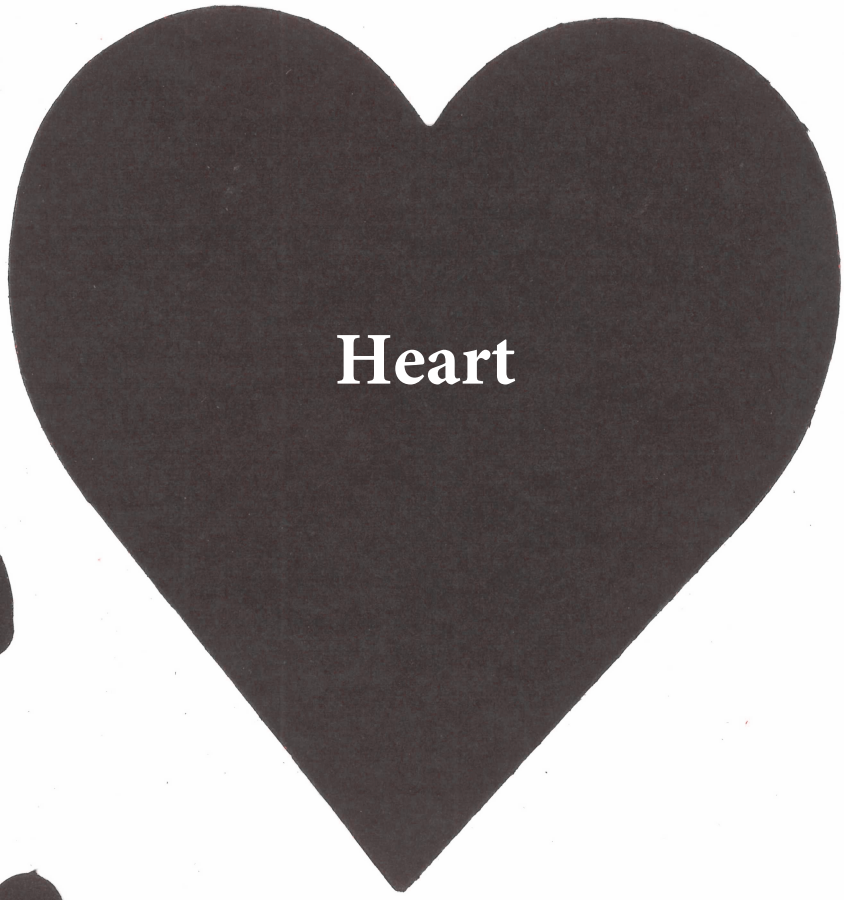


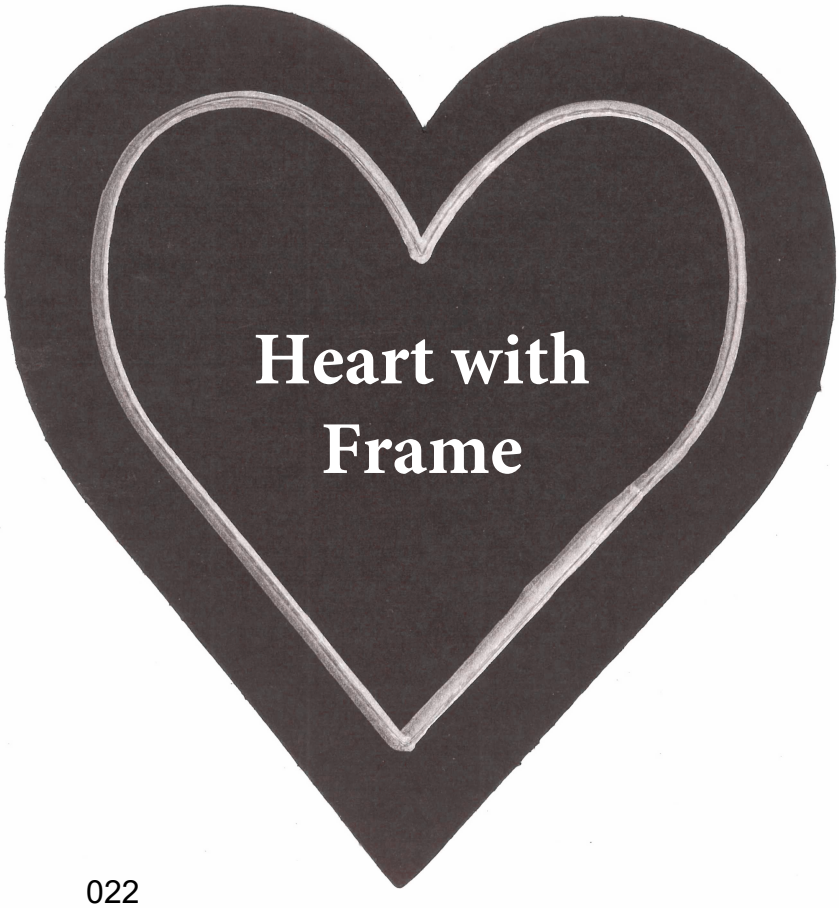
Birthday Cake (2pc)



Teddy Bear


Cupid


Heart


Heart with
Frame

Flower

Butterfly

Umbrella

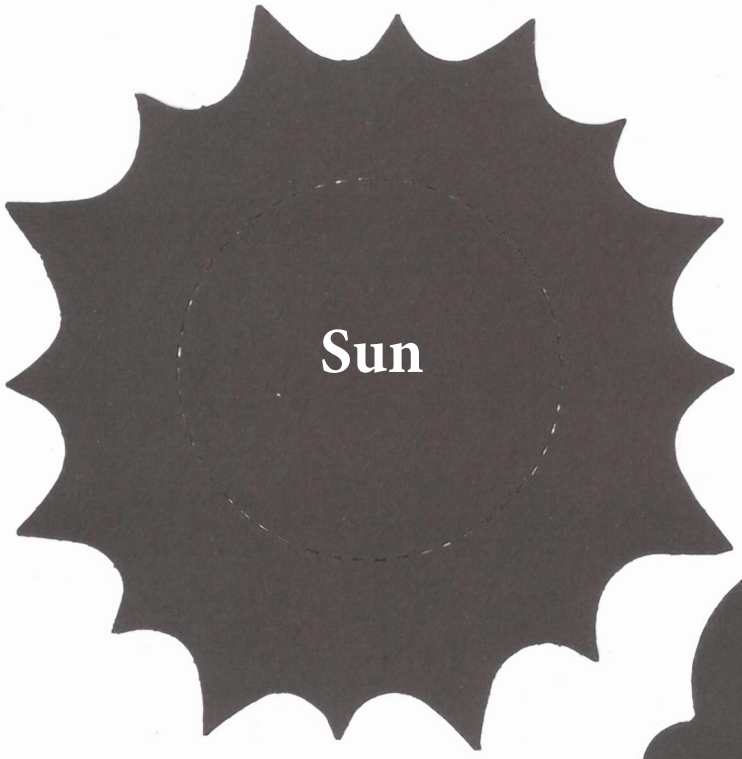
Shamrock


Paint Brush

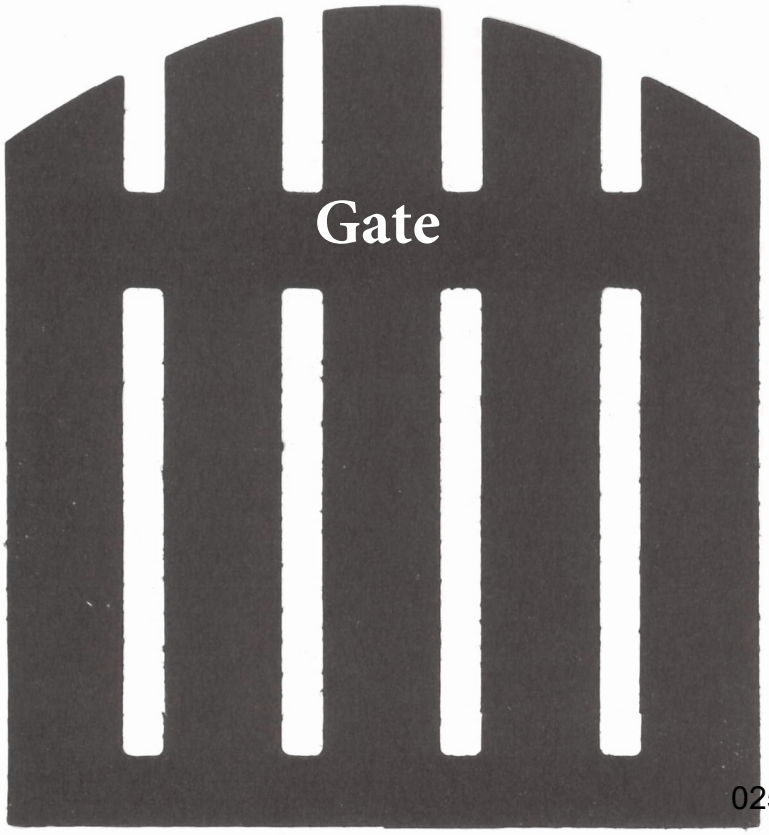

Sailboat

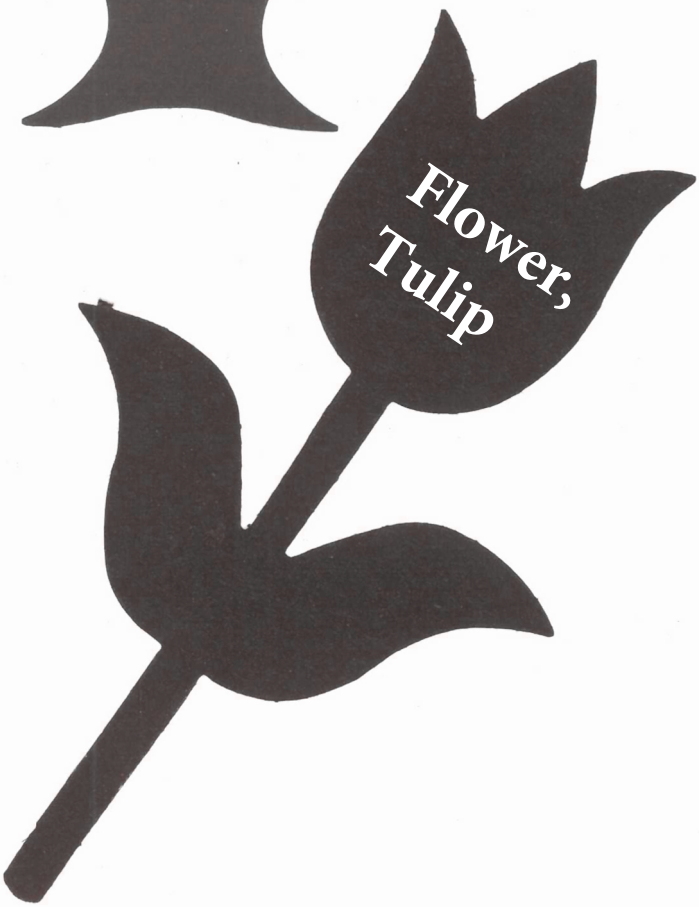

Paint Can


Footprint,
Shoe


Sun


Tree


Gate


Flower,
Tulip

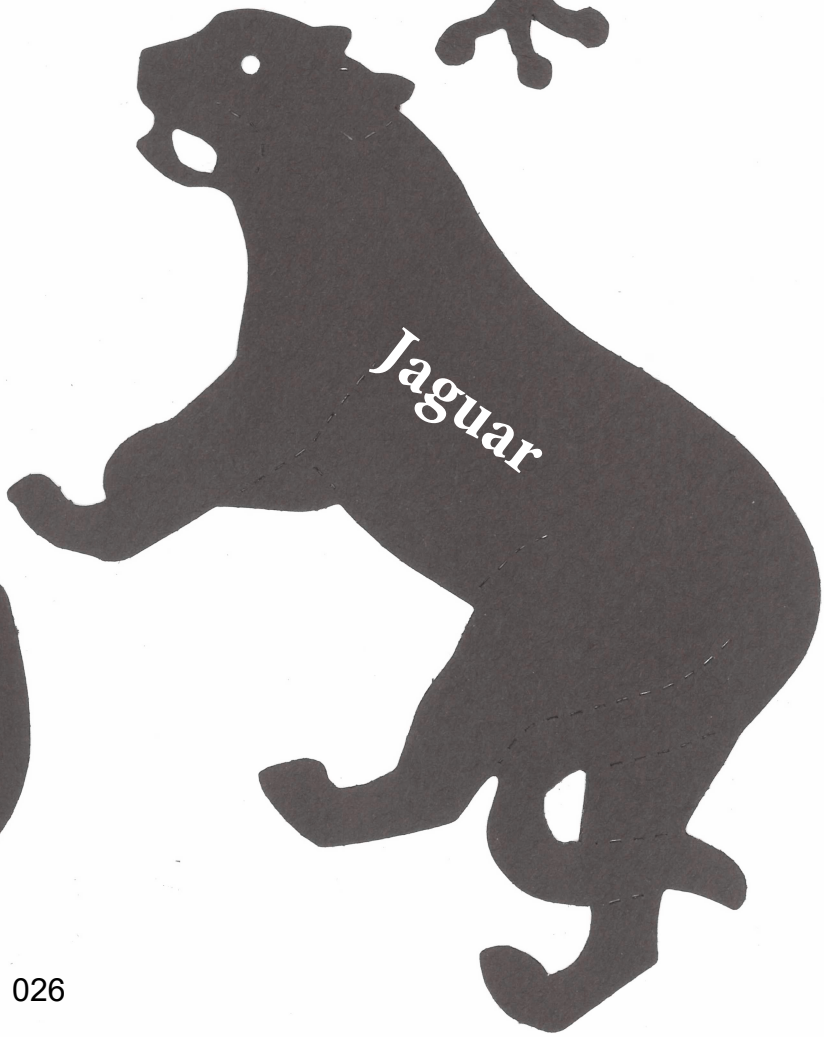


Lion Head (2pc)

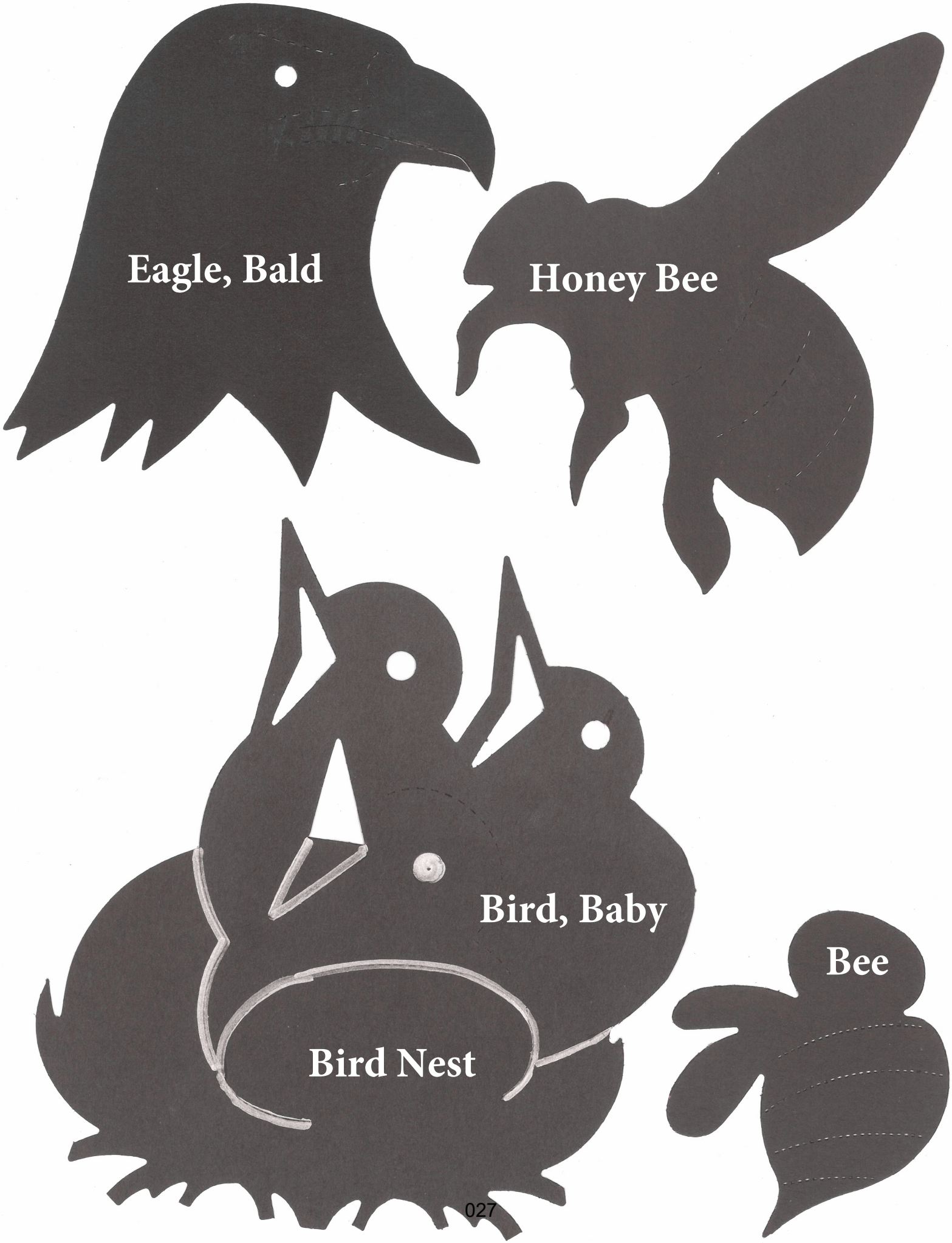




Pawprint, Bear



Jaguar


Eagle, Bald
Honey Bee
Bird, Baby
Bird Nest
Bee

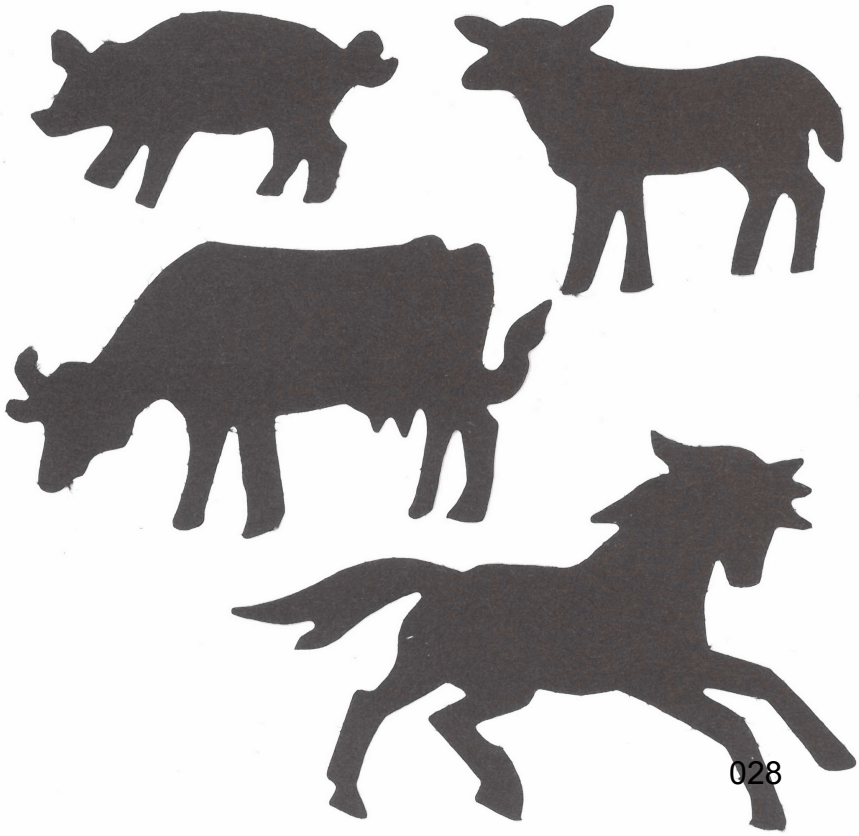
Goat Head



Lamb



----------Farm Animals (4pc)-------



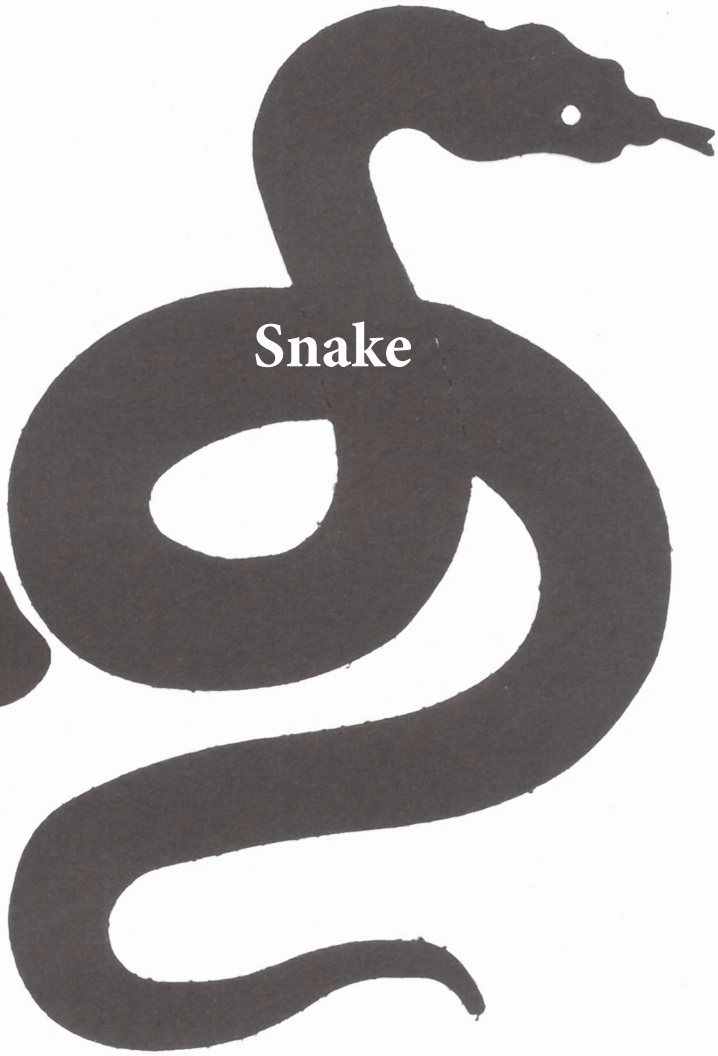
Horse, Mustang

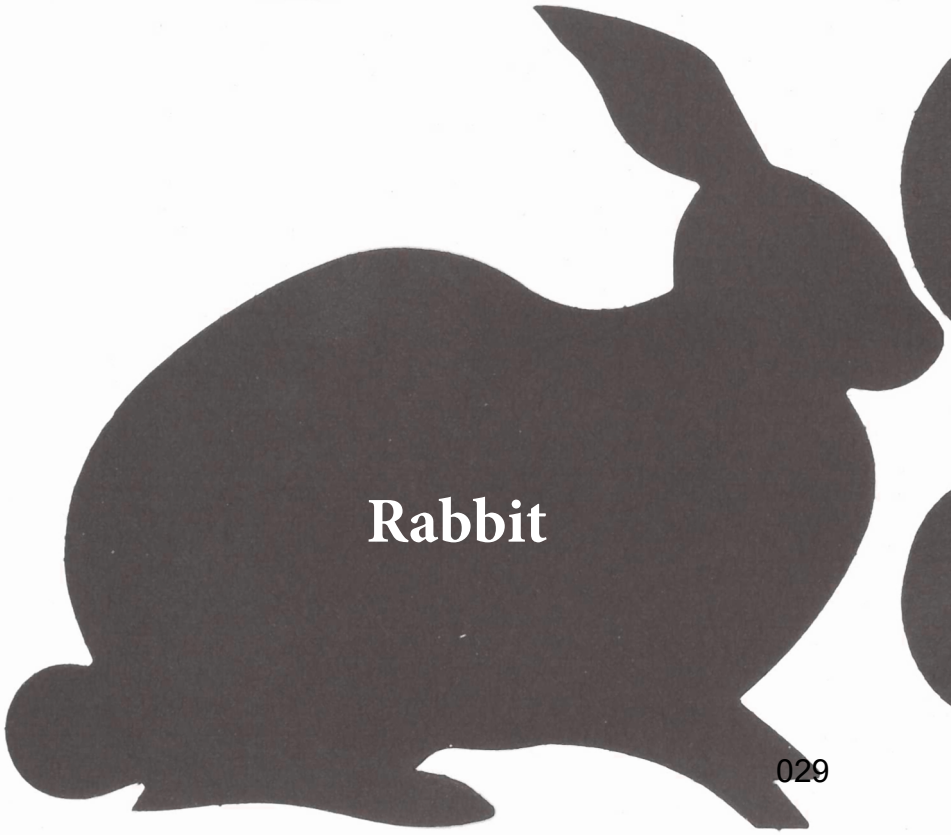



Dog, Husky

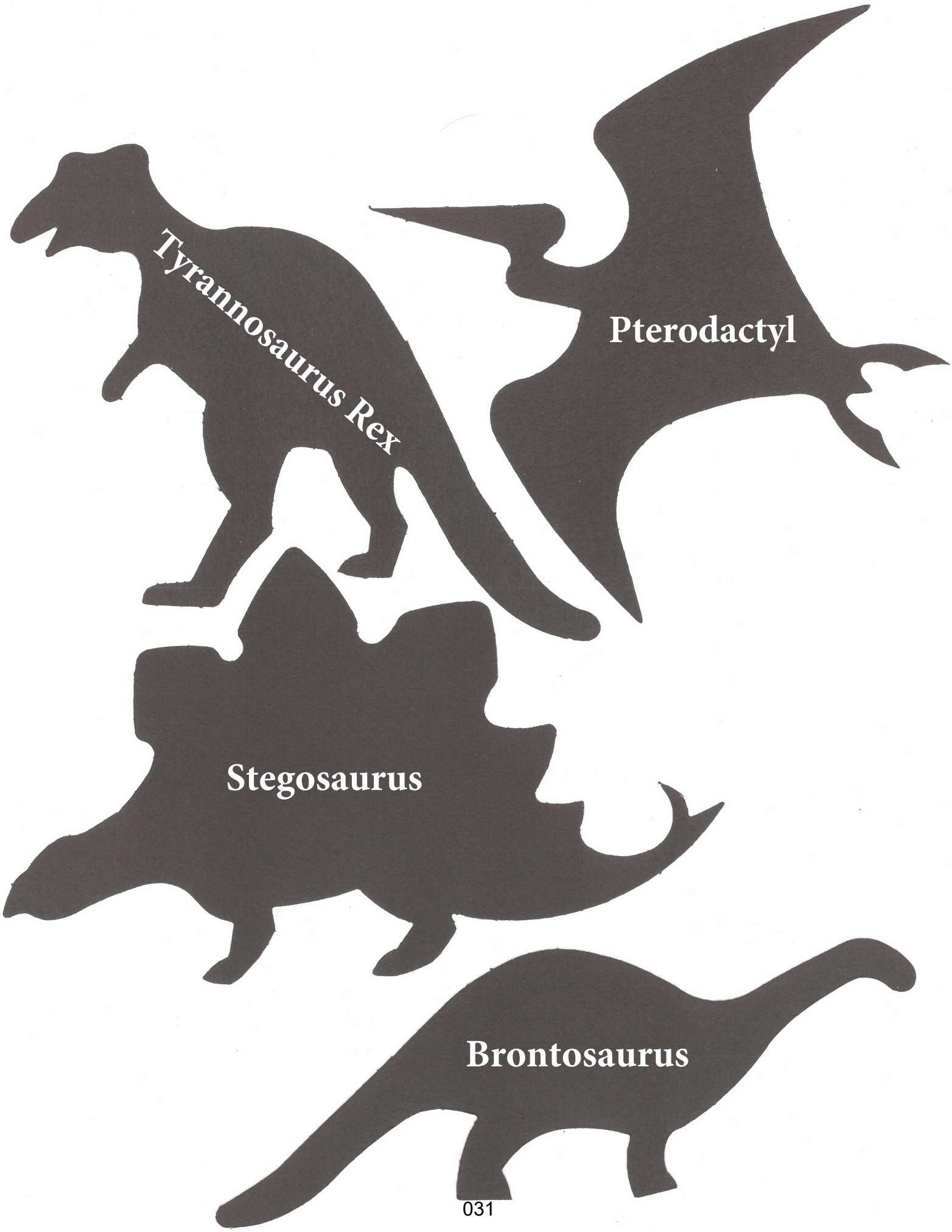

Cat, Halloween

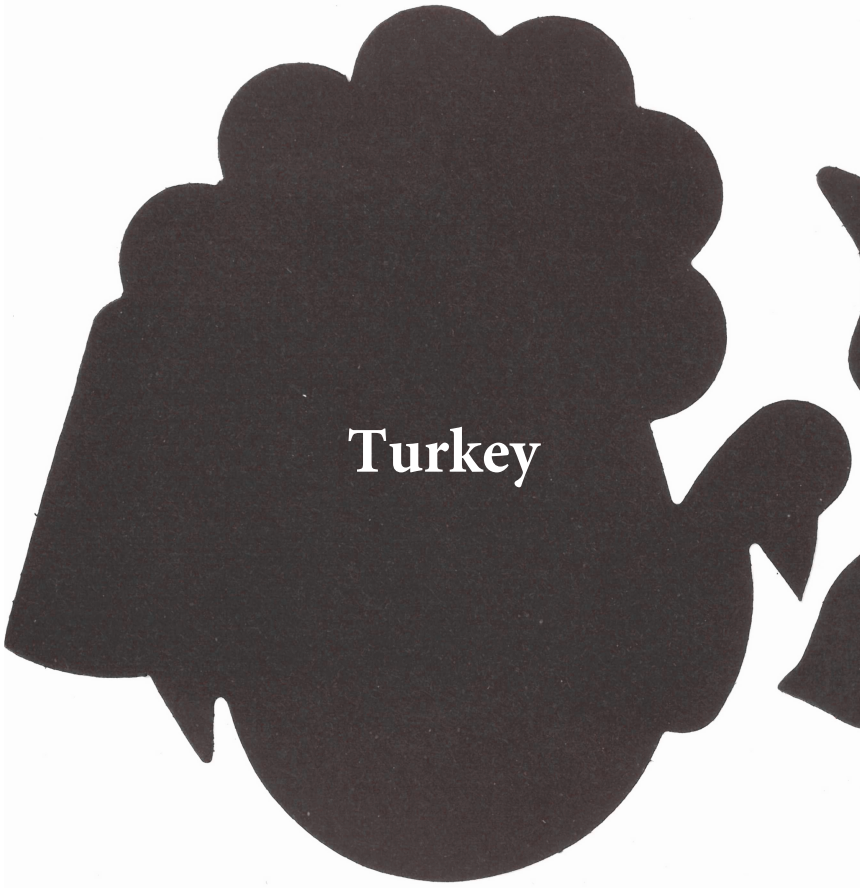

Dog, Scottie


Snake

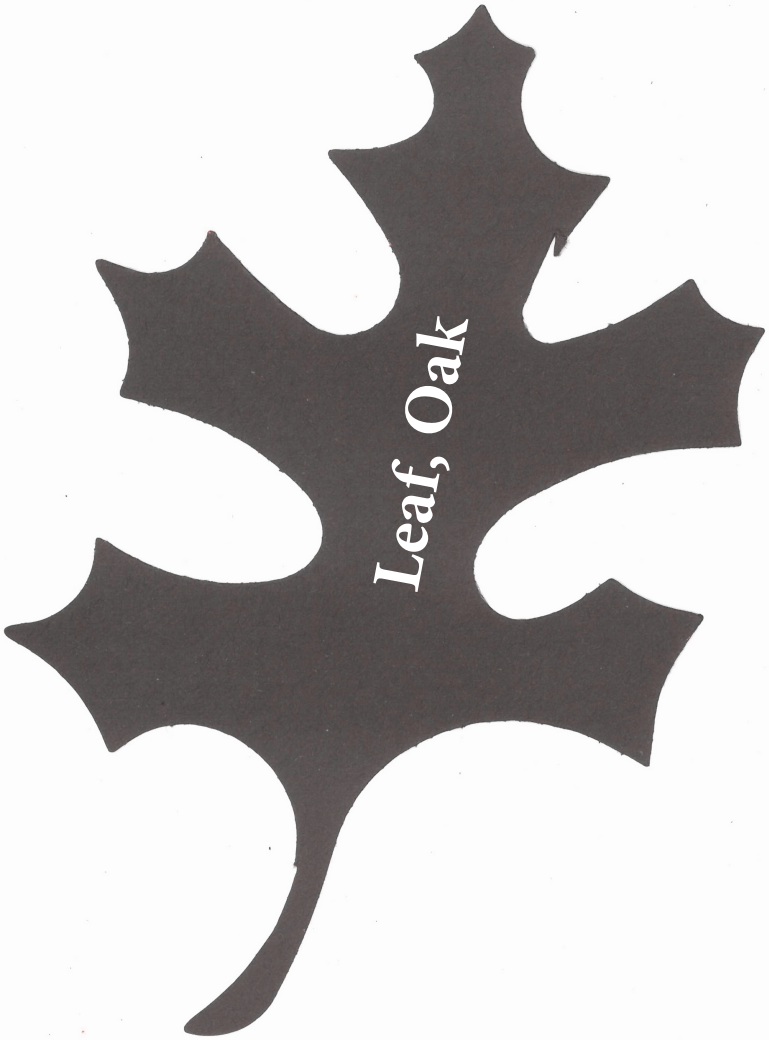

Rabbit

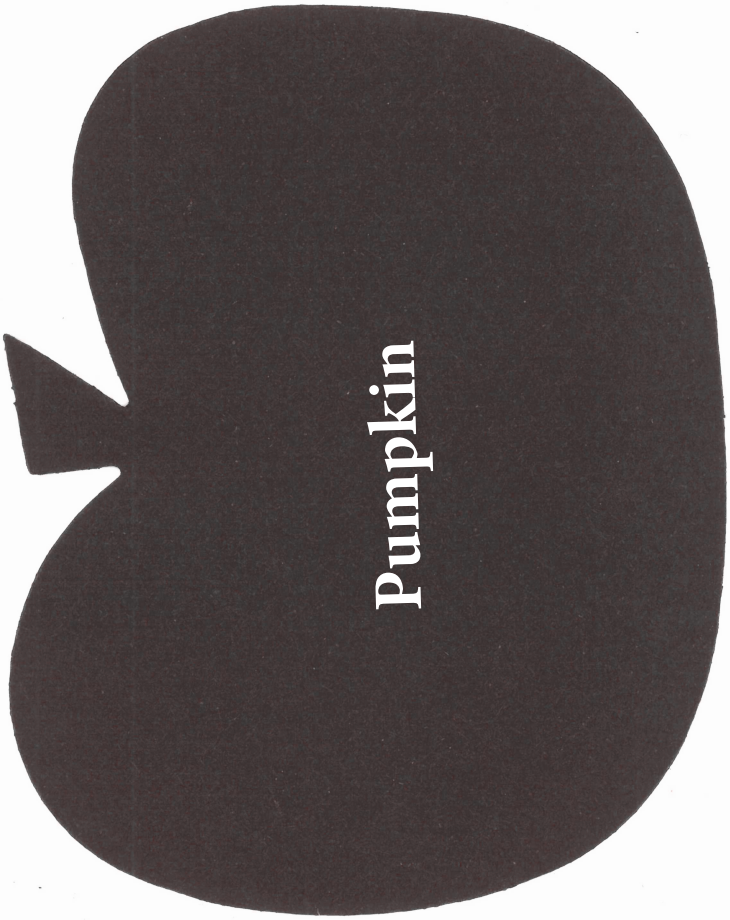

Mask, Cat
Mask, Dog


Tyrannosaurus Rex
Pterodactyl
Stegosaurus
Brontosaurus


Turkey

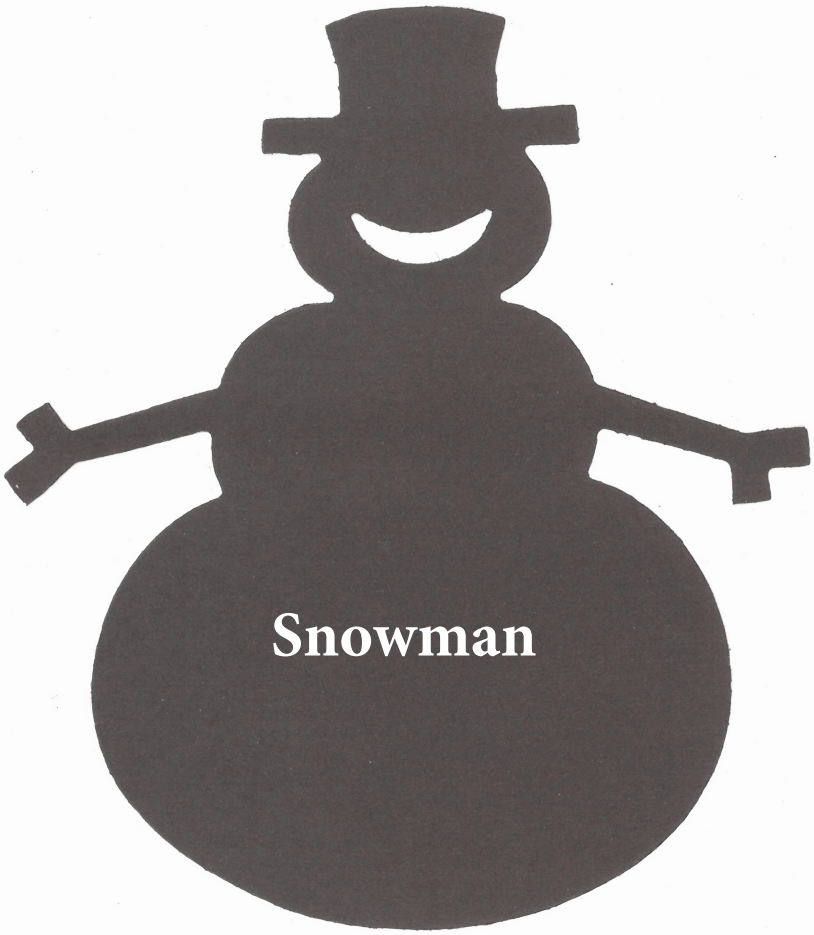

Leaf, Maple


Leaf, Oak


Pumpkin

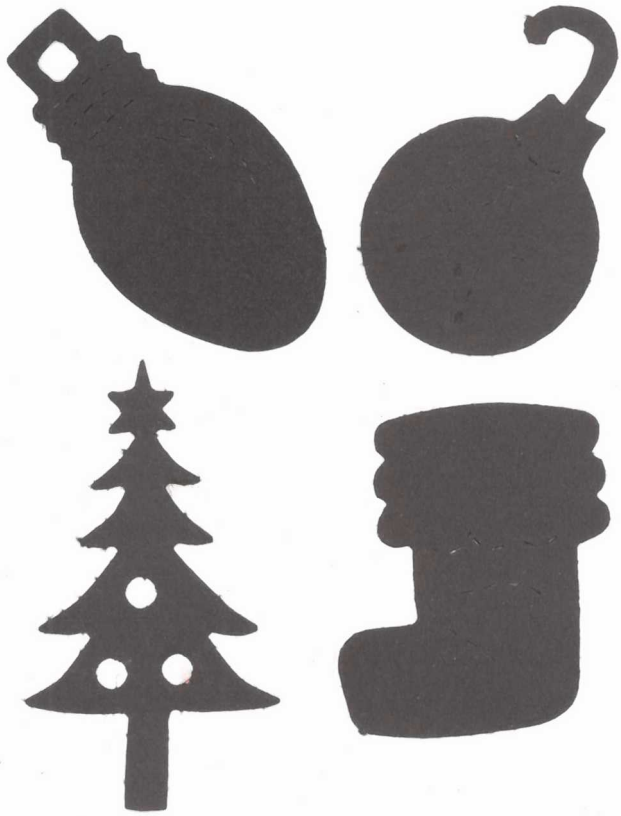

Star


Snowman,
Country

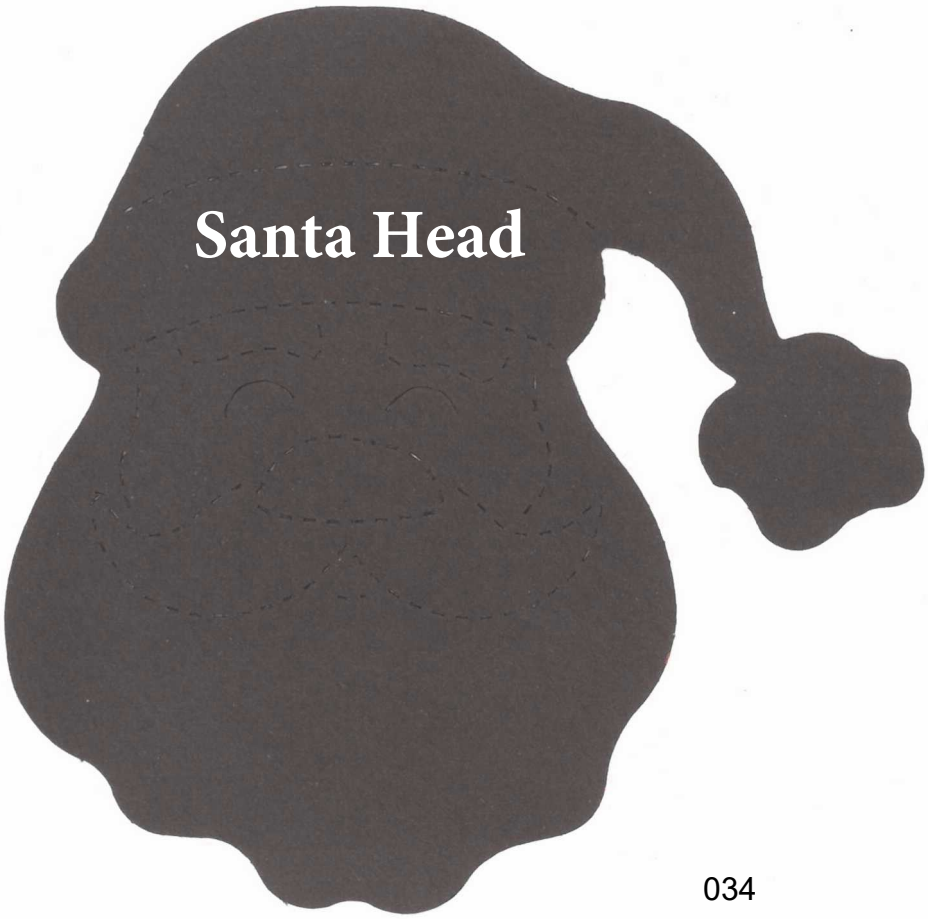

Snowman


Gingerbread
Boy





--Christmas Combo (4pc)--



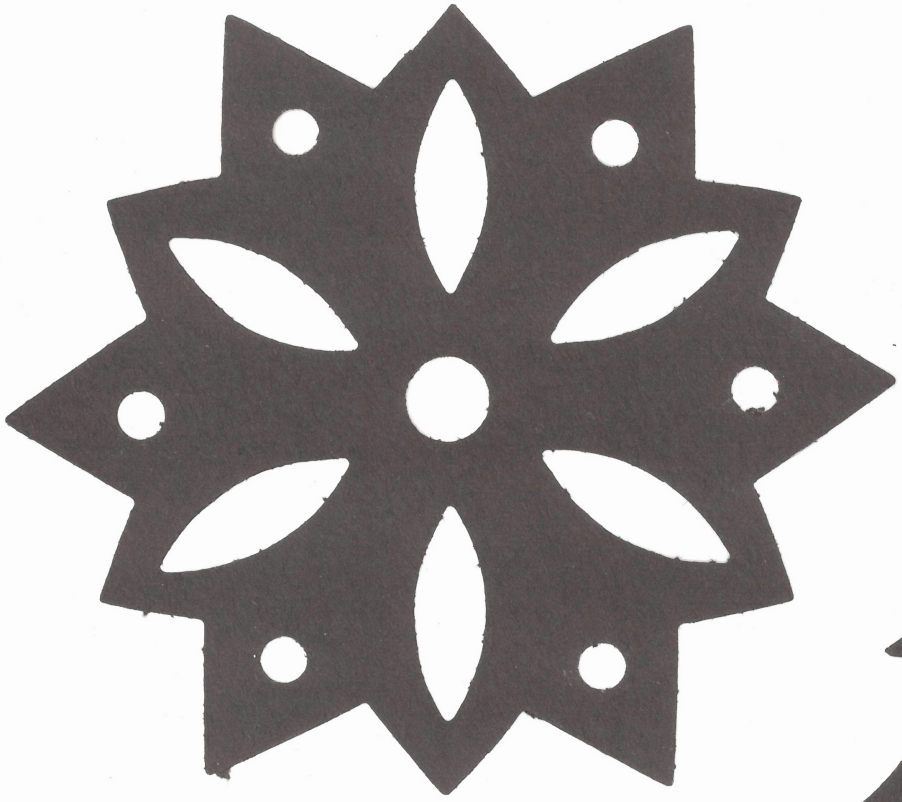




Christmas Tree #3



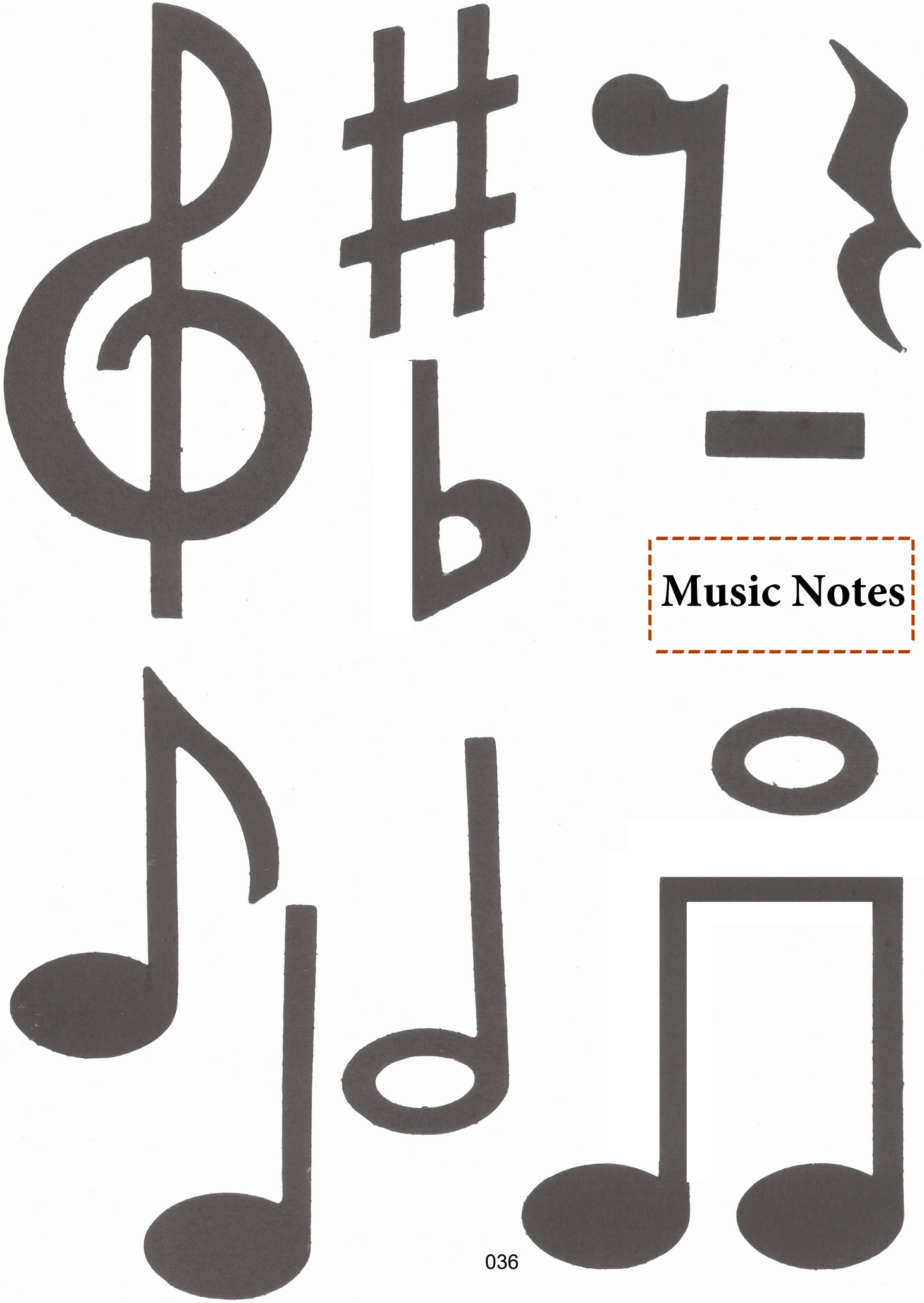
Snowflake #1



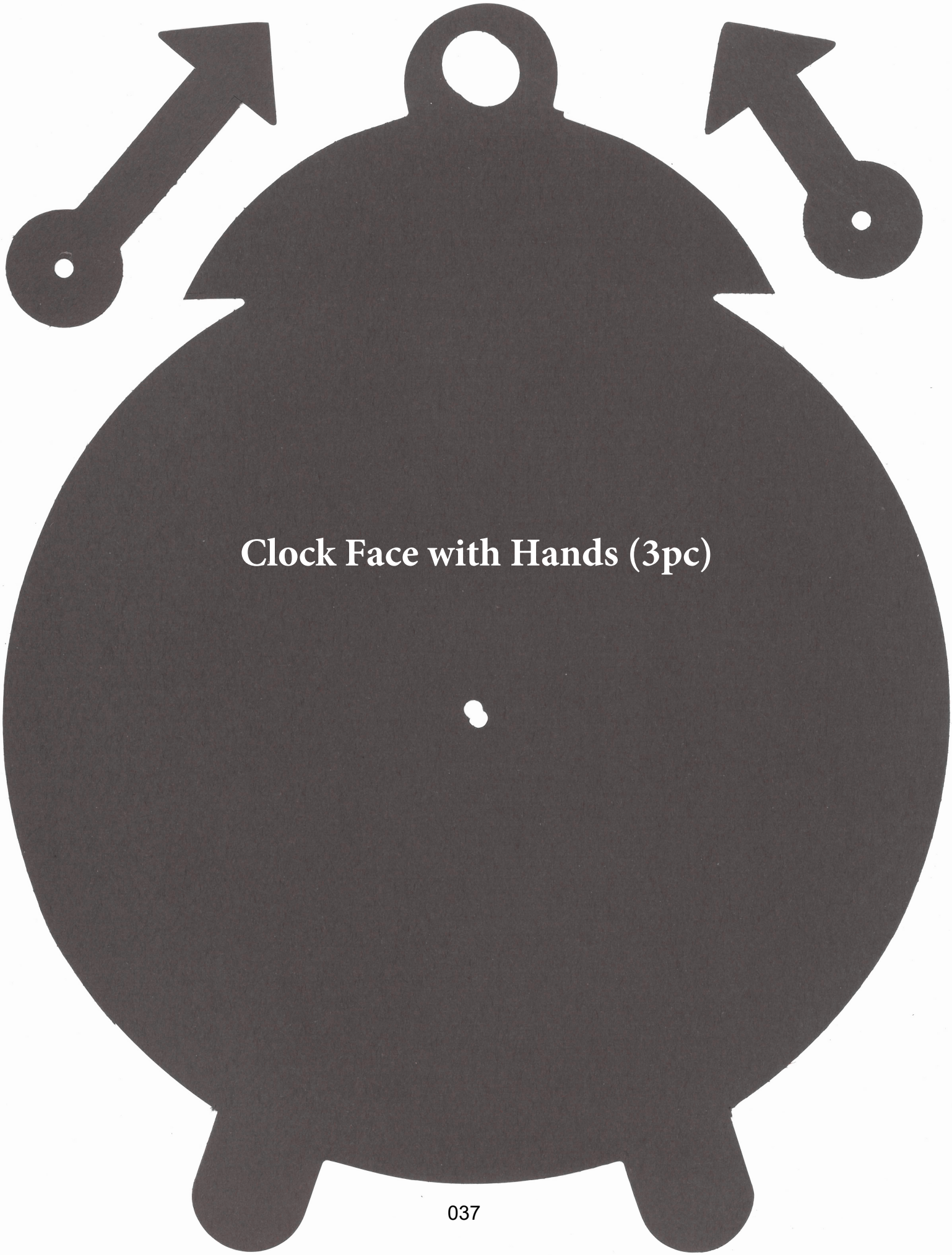
Snowflake #2



Christmas Tree

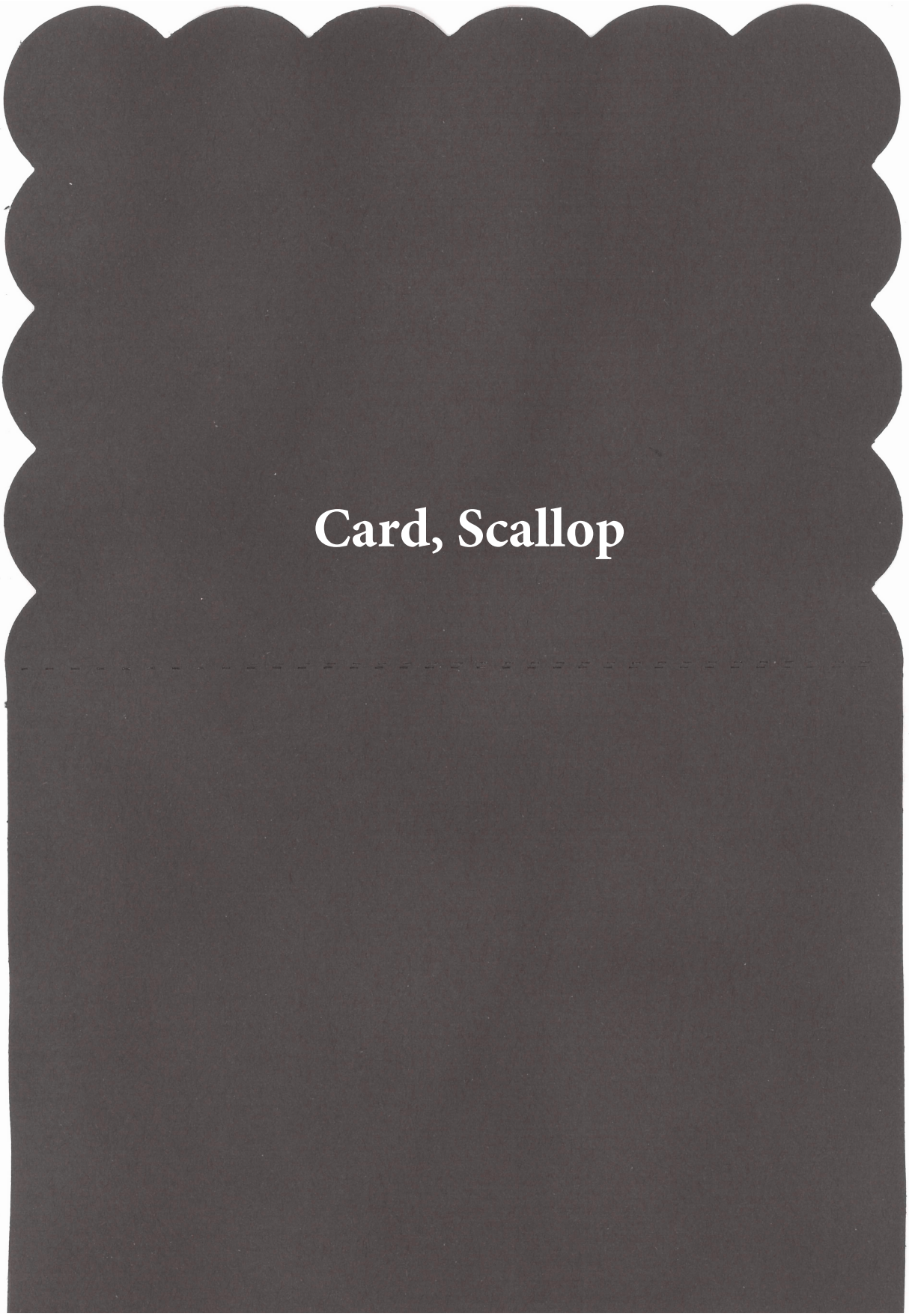


Music Notes

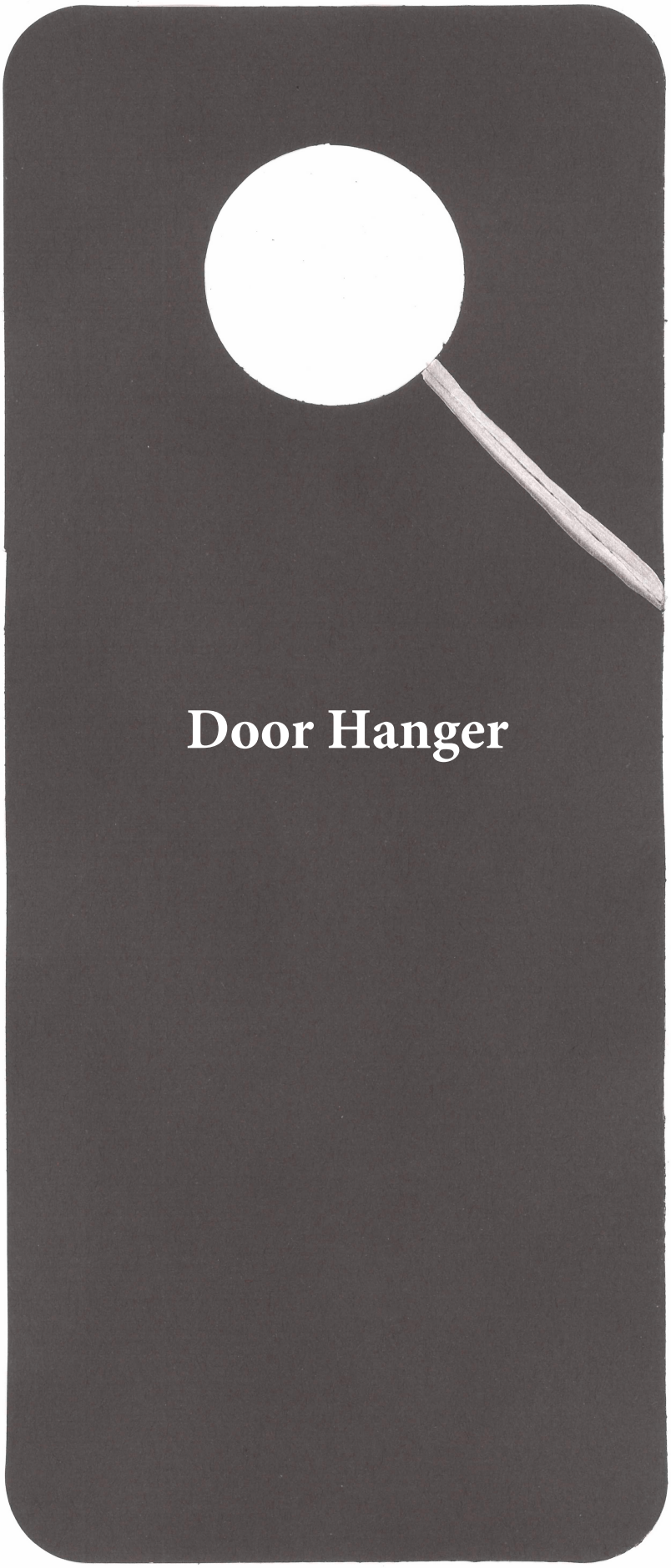

Clock Face with Hands (3pc)


Inside of Fly Wheel (2pc)


Outside of Fly Wheel (2pc)


Card, Scallop

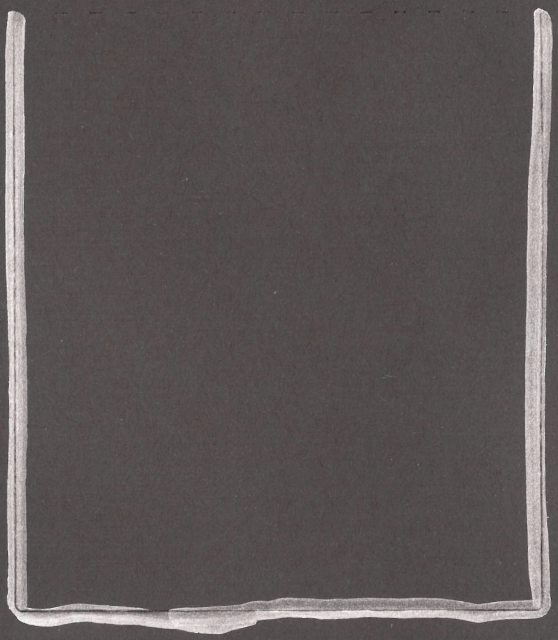
Scallop



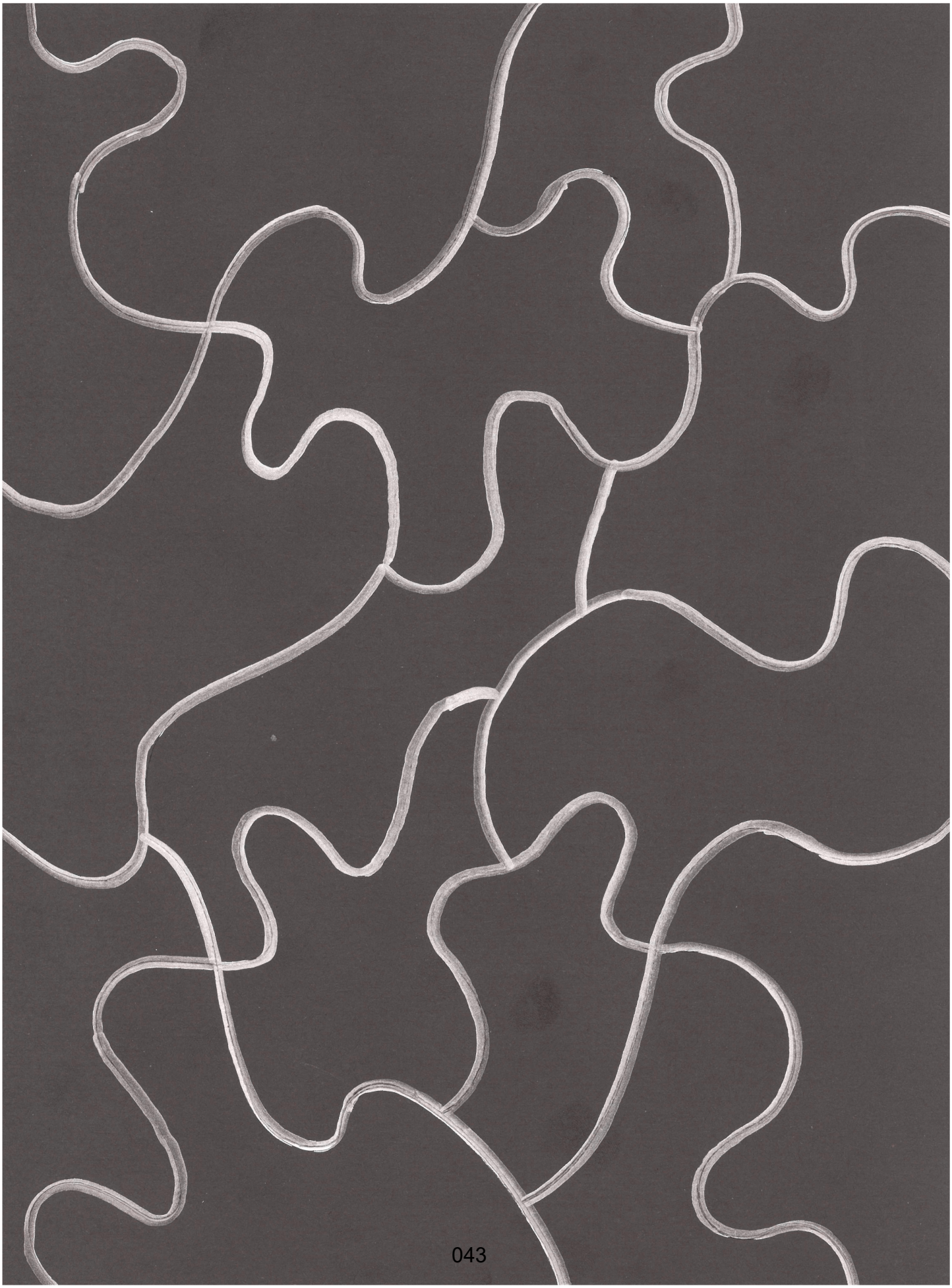


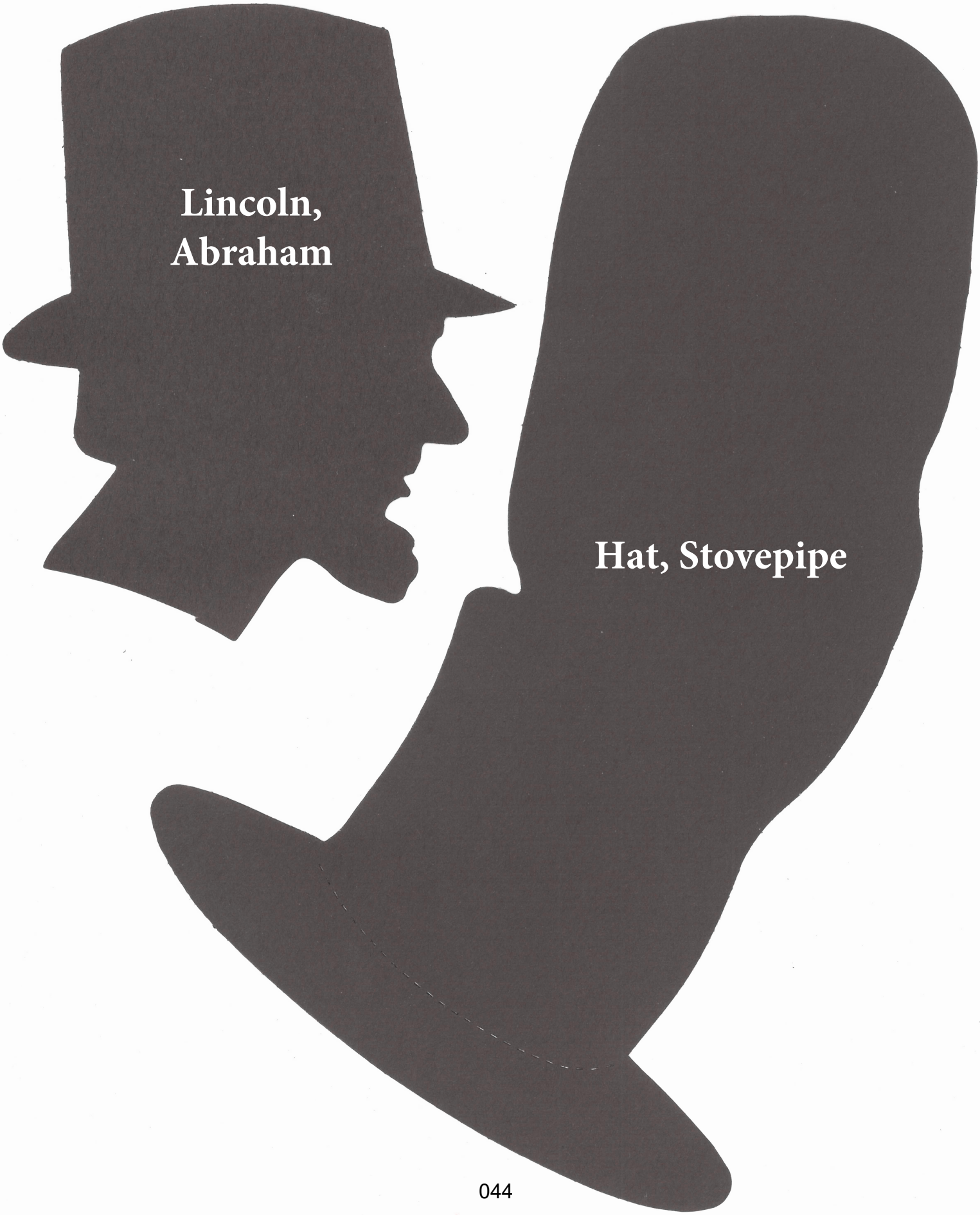
Card, Pee-a-boo





Puzzle 8 "x 10"




Lincoln,
Abraham
Hat, Stovepipe

BOND

ALSO KNOWN AS

INNER PAPER FOR BOOKS

OR

REGULAR PAPER

AVAILABLE AS:

LETTER – 8.5 X 11

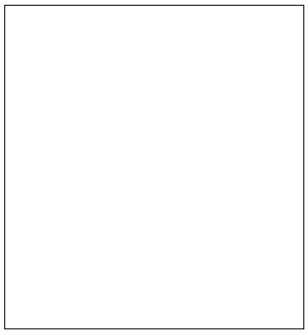
LEGAL – 8.5 X 14

TABLOID – 11 X 17

SUPPLIED BY THE DISTRICT'S WAREHOUSE

EXAMPLES OF COLORS ON THE BACK

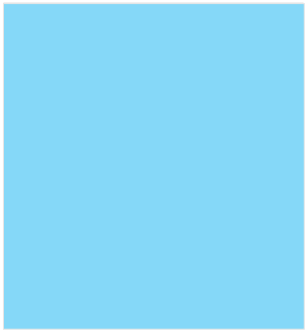
COLORS IN STOCK



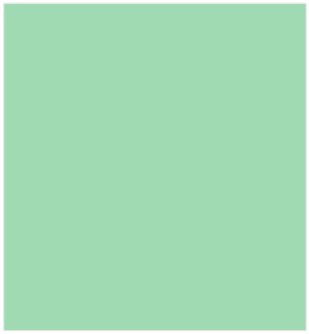
WHITE

BUFF

CANARY



BLUE



GREEN

PINK

GOLD

SALMON

ADDITIONAL

BOND

ALSO KNOWN AS

INNER PAPER FOR BOOKS

OR

REGULAR PAPER

AVAILABLE AS:

LETTER – 8.5 X 11

ONLY

SPECIALTY COLORS

THROUGH PUBLICATIONS

EXAMPLES OF COLORS ON THE BACK

COLORS IN STOCK

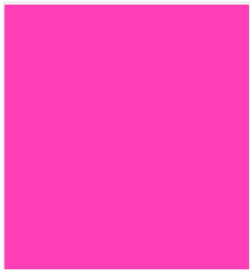
*GLOSS



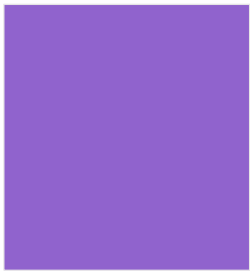
COSMIC ORANGE



RE-ENTRY RED

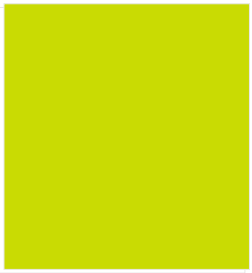


PULSAR PINK



GRAVITY GRAPE

SOLAR YELLOW



TERRA GREEN



GAMMA GREEN

*ALSO AVAILABLE ON 11X17

CARDSTOCK

ALSO KNOWN AS

INDEX OR COVER

AVAILABLE AS:

LETTER – 8.5 X 11

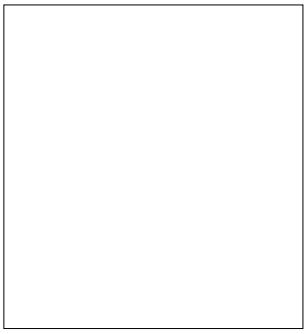
LEGAL – 8.5 X 14

TABLOID – 11 X 17

SUPPLIED BY THE DISTRICT'S WAREHOUSE

EXAMPLES OF COLORS ON THE BACK

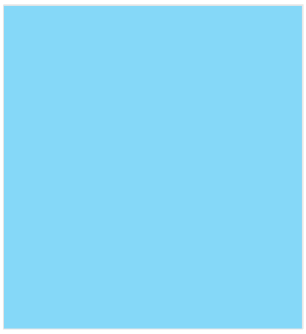
COLORS IN STOCK



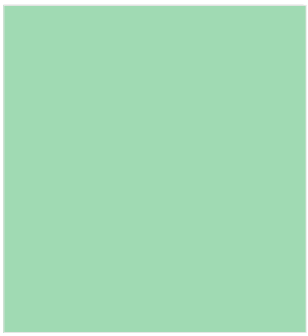
WHITE

BUFF

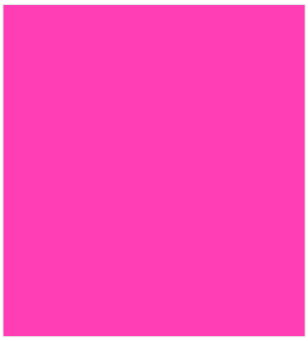
CANARY



BLUE



GREEN



PINK

GOLD



SALMON

ADDITIONAL

CARDSTOCK

ALSO KNOWN AS

INDEX OR COVER

AVAILABLE AS:

LETTER – 8.5 X 11

ONLY

SPECIALTY COLORS

THROUGH PUBLICATIONS

EXAMPLES OF COLORS ON THE BACK

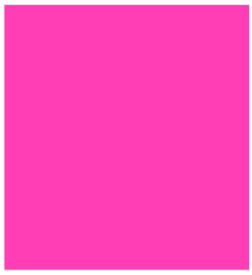
COLORS IN STOCK

LINEN

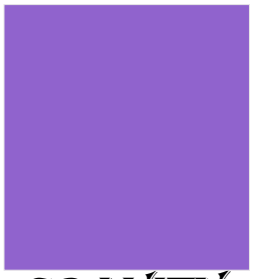
*GLOSS



RE-ENTRY RED

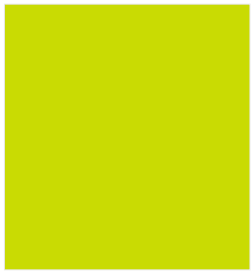


PULSAR PINK



GRAVITY GRAPE

SOLAR YELLOW



TERRA GREEN



GAMMA GREEN

CERTIFICATION PAPER

NATURAL



AGED

GREY

*ALSO AVAILABLE ON 11X17

CONSTRUCTION PAPER

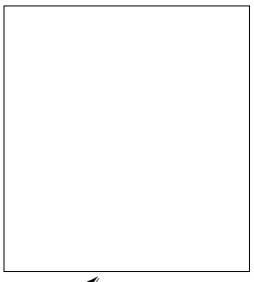
AVAILABLE AS:
LEDGER – 12 X 18

SUPPLIED BY THE DISTRICT

CAN NOT RUN THROUGH OUR PRINTERS

EXAMPLES OF COLORS ON THE BACK

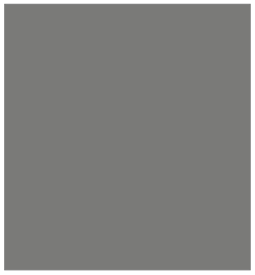
COLORS IN STOCK



WHITE



BLACK



SLATE



DARK BROWN



WARM BROWN



FESTIVE RED



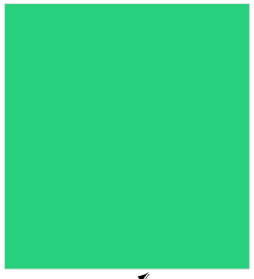
ORANGE

SALMON



YELLOW

LIGHT YELLOW

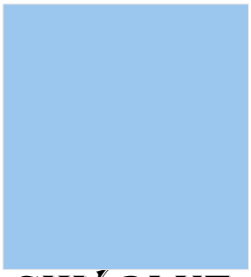


FESTIVE GREEN

LIGHT GREEN



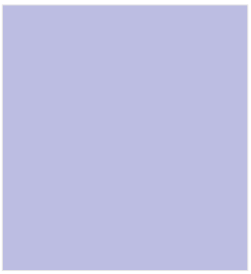
BLUE



SKY BLUE



MAGENTA



LILAC

PINK

REPLACEMENT CONSTRUCTION PAPER

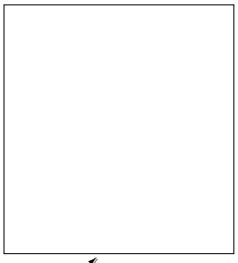
AVAILABLE AS:
LETTER – 8.5X11
ONLY

SPECIALTY PAPER, APPROVAL NEEDED

SUBSTITUTE CONSTRUCTION PAPER,
THIS CAN BE RAN IN OUR PRINTERS

EXAMPLES OF COLORS ON THE BACK

COLORS IN STOCK



WHITE



ECLIPSE BLACK



IRON WROUGHT



GROCER KRAFT



KRAFT



RE-ENTRY RED

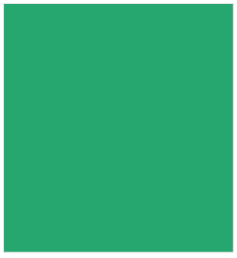


COSMIC ORANGE

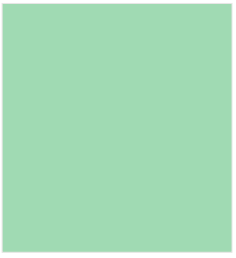
TAN

SOLAR YELLOW

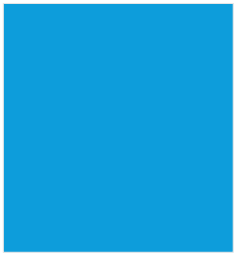
CANARY



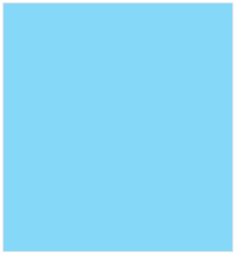
GAMMA GREEN



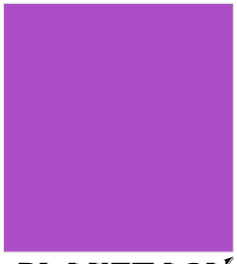
GREEN



CELESTIAL BLUE

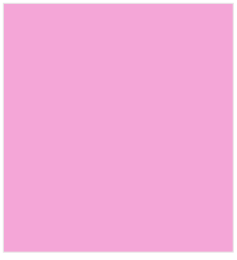


BLUE



PLANETARY PURPLE

ORCHID



PINK