

PHARR-SAN JUAN-ALAMO ISD



**PRINT  
SHOP**

# **PRICE BOOKLET**



**COLLEGE<sup>3</sup>**  
READY.CONNECTED.COMPLETE™



**PHARR-SAN JUAN-ALAMO ISD**  
SUSTAINABLE DEVELOPMENT GOALS



# MISCELLANEOUS

ITEM	PRICE
School Report Card Envelopes - 6.5x 9.5 (Front & Back)	\$0.45 each
Elementary Cumulative Folders (Ivory)	\$0.40 each
Athletic Physical Forms 11x17 (Fold / Staple)	\$0.35 each
Student Enrollment Forms (2-pages)	\$0.30 each set
Maintenance Work Orders 50 sets	\$6.10 each
Classified & Non-Professional Absence Report Forms 50 sets per pad 3-Part NCR - 8.5 x 5.5	\$7.50 each
Substitute Report Forms 50 sets per pad 2-Part NCR - 8.5 x 5.5	\$3.50 each
Substitute Report Forms (Small) 50 sets per pad 2-Part NCR - 4.25 x 5.5	\$3.50 each
Teacher's Referral to Nurse Forms (1/2 Letter Size) 50 sets per pad 2-Part NCR - 5.5 x 8.5	\$3.50 each
Request for Leaving During Working Hours Forms 50 sets per pad 2-Part NCR - 8.5 x 11	\$7.00 each
12 x 18 Glossy-Cover (per color copy)	\$0.40 each
11 x 17 Glossy-Cover, Text, Index-Tag Paper (per color copy)	\$0.30 each
8.5 x 11 Glossy-Cover, Text, Index-Tag Paper (per color copy)	\$0.25 each
School Sponsor Posters 12 x 18 Glossy-Cover / 13 x 19 Glossy-Cover Sizes Depend on Available Paper (12 x 18 or 13 x 19)	\$1.50 each

# STATIONARY / LETTERHEAD

## BLACK INK ONLY

8.5 x 11 (#24 lbs.) 500 Sheets per ream

## PRICE

\$0.10 per sheet

## COLOR INK SINGLE COLOR

8.5 x 11 (#24 lbs.) 500 Sheets per ream

## PRICE

\$0.15 per sheet

## ADDITIONAL COLOR INK ONLY

## PRICE

\$0.50 per sheet

## COLOR COPIES

Copies

## PRICE

\$0.25 per sheet

# ENVELOPES

## ENVELOPES

## PRICE

No. 10 Business Envelopes 4.125 x 9.5 - box of 500

\$40 (\$0.08 per Envelope)

A-2 Size Envelopes 4.375 x 5.75 - box of 500

\$40 (\$0.08 per Envelope)

A-6 Size Envelopes 4.75 x 6.5 - box of 500

\$50 (\$0.10 per Envelope)

A-7 Size Envelopes 5.25 x 7.25 - box of 500

\$60 (\$0.12 per Envelope)

A-8 Size Envelopes 5.5 x 8.125 - box of 500

\$70 (\$0.14 per Envelope)

A-9 Size Envelopes 5.75 x 8.75 - box of 500

\$80 (\$0.16 per Envelope)

A-10 Size Envelopes 6 x 9.5 - box of 500

\$90 (\$0.18 per Envelope)

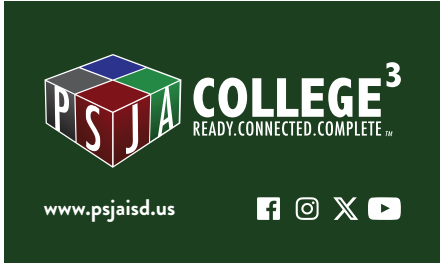
# BUSINESS CARDS



**PSJA Early College High School**



**PSJA North ECHS**



**PSJA Memorial ECHS**



**PSJA Southwest ECHS**



**PSJA T. Jefferson TSTEM ECHS**



**PSJA Collegiate School of Health Professions**

BUSINESS CARDS - 6 COLORS	PRICE
Set of 100 Business Cards	\$15.00
Set of 250 Business Cards	\$18.00
Set of 500 Business Cards	\$26.00

**NOTICE - Business Cards are Printed Front & Back**

*\*Sample*

**WHEN SUBMITTING A JOB FOR BUSINESS CARDS  
PLEASE SUBMIT ALL INFORMATION REQUIRED**

- ) **First Name, Last Name**
- ) **Job Title**
- ) **Department**
- ) **Email**
- ) **Phone Number**
- ) **Fax**
- ) **Address**



# CARBONLESS NCR PAPER

LETTER SIZE	PRICE
8.5 x 11 (2-part NCR) White, Canary-Yellow	\$0.14 per set
8.5 x 11 (3-part NCR) White, Canary-Yellow, Pink	\$0.15 per set
8.5 x 11 (4-part NCR) White, Canary-Yellow, Pink, Goldenrod	\$0.16 per set
8.5 x 11 (5-part NCR) White, Canary-Yellow, Pink, Goldenrod, Green	\$0.17 per set

LEGAL SIZE	PRICE
8.5 x 14 (2-part NCR) White, Canary-Yellow	\$0.18 per set
8.5 x 14 (3-part NCR) White, Canary-Yellow, Pink	\$0.19 per set
8.5 x 14 (4-part NCR) White, Canary-Yellow, Pink, Goldenrod	\$0.20 per set
8.5 x 14 (5-part NCR) White, Canary-Yellow, Pink, Goldenrod, Green	\$0.21 per set

8.5 x 14 White, Canary-Yellow, Manila Tag	\$0.27 per set
8.5 x 14 White, Manila Tag	\$0.26 per set
8.5 x 14 White, Manila Tag	\$0.26 per set

## NCR PAPER

*2-Part (White, Canary-Yellow)*

*3-Part (White, Canary-Yellow, Pink)*

*4-Part (White, Canary-Yellow, Pink, Goldenrod)*

*5-Part (White, Canary-Yellow, Pink, Goldenrod, Green)*

• *Padding (Glue) already included*

• *Printing on back add \$0.12*

# RECEIPT BOOKS

## RECEIPT BOOK

### BOOK INCLUDES:

- Numbering & Perforating
- 2-Part NCR or 3-Part NCR
- Size 8.5 x 11
- 75 Sets of 8.5 x 11
- 4 Receipts per set = 300 receipts - 2.75 x 8.5
- Cover (tag or glossy) (any color)
- Black Tape Binding
- Inside Black Ink

**PRICE**

**\$25.00 each**

## REPORT CARD RECEIPT BOOK

### BOOK INCLUDES:

- Perforating
- 3-Part NCR
- Size 8.5 x 11
- 50 Sets of 8.5 x 11
- 4 Receipts per set - 2.75 x 8.5
- Cover (tag or glossy) (any color)
- Black Tape Binding
- Inside Black Ink

**PRICE**

**\$15.00 each**



## REPORT CARD RECEIPT BOOK

### BOOK INCLUDES:



- Perforating
- 2-Part NCR
- Size 8.5 x 11
- 50 Sets of 8.5 x 11
- 4 Receipts per set - 2.75 x 8.5
- Cover (tag or glossy) (any color)
- Black Tape Binding
- Inside Black Ink

**PRICE**



**\$13.35 each**

<b>No.</b> _____	<b>20</b>		<b>PSJA EARLY COLLEGE HIGH SCHOOL</b> 805 W. Ridge Road SAN JUAN, TEXAS 78589 Tel: (956) 354-2300 / E-Fax: (956) 354-3156	
<b>RECEIVED FROM</b> _____				
THE SUM OF _____		\$ _____		
FOR _____		<i>Thank You</i>		
AMOUNT OF ACCOUNT \$ _____		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> M.O.		
AMOUNT PAID \$ _____		ACCOUNT # _____		
BALANCE DUE \$ _____		BY _____		



  

<b>No.</b> _____	<b>20</b>		<b>PSJA EARLY COLLEGE HIGH SCHOOL</b> 805 W. Ridge Road SAN JUAN, TEXAS 78589 Tel: (956) 354-2300 / E-Fax: (956) 354-3156	
<b>RECEIVED FROM</b> _____				
THE SUM OF _____		\$ _____		
FOR _____		<i>Thank You</i>		
AMOUNT OF ACCOUNT \$ _____		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> M.O.		
AMOUNT PAID \$ _____		ACCOUNT # _____		
BALANCE DUE \$ _____		BY _____		

<b>No.</b> _____	<b>20</b>		<b>PSJA EARLY COLLEGE HIGH SCHOOL</b> 805 W. Ridge Road SAN JUAN, TEXAS 78589 Tel: (956) 354-2300 / E-Fax: (956) 354-3156	
<b>RECEIVED FROM</b> _____				
THE SUM OF _____		\$ _____		
FOR _____		<i>Thank You</i>		
AMOUNT OF ACCOUNT \$ _____		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> M.O.		
AMOUNT PAID \$ _____		ACCOUNT # _____		
BALANCE DUE \$ _____		BY _____		

<b>No.</b> _____	<b>20</b>		<b>PSJA EARLY COLLEGE HIGH SCHOOL</b> 805 W. Ridge Road SAN JUAN, TEXAS 78589 Tel: (956) 354-2300 / E-Fax: (956) 354-3156	
<b>RECEIVED FROM</b> _____				
THE SUM OF _____		\$ _____		
FOR _____		<i>Thank You</i>		
AMOUNT OF ACCOUNT \$ _____		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> M.O.		
AMOUNT PAID \$ _____		ACCOUNT # _____		
BALANCE DUE \$ _____		BY _____		

# NOTEPADS / SCRATCHPADS

*(Black Ink Only) 50 Sheets per pad with chipboard*

NOTEPADS - 5.5 x 8.5	PRICE
White Bond Paper	\$0.55 per pad
Color Bond Paper	\$0.70 per pad

SCRATCHPADS - 4.25 x 5.5	PRICE
White Bond Paper	\$0.35 per pad
Color Bond Paper	\$0.50 per pad

PADDING OR GLUE ONLY	PRICE
Does not matter how many sheets per pad	\$0.02 each

*Notepads or Scratchpads (color copies) \$0.80 each*

## BLACK INK ONLY

WHITE BOND	PRICE
8.5 x 11	\$0.03 each
8.5 x 14	\$0.04 each
11 x 17	\$0.05 each

*Note: Figures reflect single sided copies only.  
Double sided copies will be double the amount*



# BINDERY

## PLASTIC BINDING COMBS (Black Only)

SIZE	TOTAL SHEETS	LETTER
3/16"	12	\$0.12
1/4"	20	\$0.17
5/16"	40	\$0.22
3/8"	55	\$0.27
7/16"	70	\$0.32
1/2"	90	\$0.37
9/16"	100	\$0.42
5/8"	120	\$0.47
3/4"	150	\$0.52
7/8"	170	\$0.57
1"	200	\$0.62
1 - 1/8"	220	\$0.67
1 - 1/4"	230	\$0.72
1 - 1/2"	290	\$0.77
1 - 3/4"	360	\$0.82
2"	425	\$0.87

## NUMBER & PERFORATE

**PRICE** \$18.00 per 1,000 (tickets)

## TRANSPARENT PLASTIC COVER

**PRICE** \$0.37 per sheet

## PLASTIC BINDING TAPE

SIZE	TOTAL SHEETS	LETTER
1/2"	NARROW	\$0.40
1"	MEDIUM	\$0.50
1 - 1/2"	WIDE	\$0.60

## FOLDING & STAPLING

	PRICE
FOLDING	\$0.01 per fold
STAPLING	\$0.01 per Staple



# NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## FRIENDLY REMINDER

*Please submit all jobs, requests, or inquiries to*

*[printshop@psjaisd.us](mailto:printshop@psjaisd.us)*

*to ensure we get your email promptly.*

*Please note: your department or school is responsible for paying for all print production costs.*



**COLLEGE<sup>3</sup>**  
READY. CONNECTED. COMPLETE™



**PHARR-SAN JUAN-ALAMO ISD**  
SUSTAINABLE DEVELOPMENT GOALS

PHARR-SAN JUAN-ALAMO ISD



**PRINT  
SHOP**