



Turlock Unified School District

Duplicating Department Guide



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Placing a Duplicating Request:

Duplicating Request Forms are available at all school sites. Each request must include a signature from a Site Administrator and a 5-digit funding code (numbers only) upon submission. (No exceptions)

Please keep in mind the following information:

The turnaround time for camera-ready standard copy jobs requiring no special handling (such as padding, folding, or binding) is **seven working days**. If the request involves extra handling (padding, folding, or binding), please allow for a minimum of **10 working days**.

There are times during the school year (November, December, March, April, May, June) when we may complete orders in less time.

Remember: Summer is our busiest time of year:

Always check with the Duplicating staff to determine the turnaround time during the summer months.

All requests should be for materials that will be used soon. Please do not request a year's worth of materials at one time.

Remember to submit the Duplicating Request Form signed by the Site Administrator with the correct 5-digit funding code (numbers only).

Sending Requests:

Use the district's inter-school mail system and include travel time when calculating your needed date.

All requests are stamped with a date received upon delivery.

Preparing Your Originals For Duplicating:

All originals should be CAMERA READY.

The layout should be ready to go.

Originals should be clean and straight.

Paper edges should be clean, not torn.

We can make originals:

In a booklet format

Also, 2-up / 4-up, etc., on a page

Please call, email, or come in and speak with us directly if you have any questions or concerns.

Reductions and Enlargements:

The Duplicating Department is equipped with machines capable of reducing and enlarging the size of the original.

The largest copy we can make is 11 x 17.

The ISC can make poster sizes. (Call the ISC for details)

Always call ahead for special orders, such as enlarging and/or reducing.

TUSD ~ Duplicating Department Request Form

Administrator's Signature _____
 5-Digit Funding Code (#'s Only) _____
 TUSD Strategy #(s) _____
 Site Plan Ref (If Applicable) _____

Date _____ Date Needed _____

Requested By _____

School _____ Grade/Department _____

Number of Originals _____ Number of Copies _____

- Letter 8 1/2 x 11
- Legal 8 1/2 x 14 (extra cost)
- Ledger 11 x 17 (extra cost)
- 3 Hole Punch
- Single sided
- Collated
- Stacks of _____
- Back to Back
- Un-collated
- Staple: 1 2 Pads Of _____
- Fold: 1/2 1/3 Cut _____

Additional Costs:

- Color Copies (\$.38 per copy)
- Colored Slip Sheets (\$.0077 per sheet)
- White Card
- NCR: 2 prt 3 prt 4 prt
- Banner
- Color Card
- Thermal Bind (\$.75 each)
- Color Bond
- Bright Card
- Transparencies
- Spiral Binding (\$1.25 per book)
- Bright Bond
- Tabs: White
- Other _____
- Booklets (\$.15 each) Fold & Staple

Special Instructions _____ Estimated Cost _____
 Job Description _____ Total # Copies _____
 Total Cost _____

Date Received	Total Copies	Actual Cost	Date Completed
_____	_____	\$ _____	_____
			Job # _____

Explanation of Duplicating Request Form

Please make sure to fill out all sections of the form.

- 1. Date:** When you submit the form.
- 2. Requested By:** Your name (who is requesting).
- 3. School:** Your site, or the site being billed, and where copies are being sent to.
- 4. Department/Grade:** This helps with billing.
- 5. Number of Originals:** How many pages are you sending in to have copied?
- 6. Number of Copies:** How many copies do you want of your originals? (Please do not put the total # of copies)
- 7. Date Needed:** When you need copies returned to you. Please remember our turnaround time policy.
- 8. Administrator's signature:** Required on all Requests.
- 9. Funding code:** Needed to bill all requests. The site administrator authorizes all funding codes. It must be a 5-digit code (#'s only).
- 10. TUSD Strategy (#'s):** District Strategic Plan Reference
- 11. Site plan Reference:** Individual Site Plan page (s) reference.

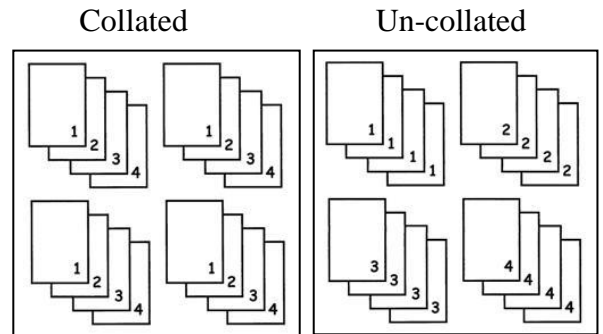
Explanation of Duplicating Request Form (cont.)

The previous page explained the required sections of the Duplicating form. What is next on the form is how you want copies formatted.

12. Paper size

13. Page Layout:

- single sided
- back-to-back
- collated (when all originals are in 1 stack)
- un-collated (when each page is in its own stack)
- stacks of (you want a certain # of copies in stacks)
- 3-hole punch
- 1 or 2 staples
- fold (1/2 or trifold)
- pads (1/2 or 1/4 sheet)
- cut



14. Additional Costs Section

- Color copies (\$.38 per copy)
- Colored Slip sheets (\$.0077 per sheet)
- Types of bond: white, colored bond, and bright bond
- Types of Cardstock: white, colored, and bright
- Tabs: white
- NCR: 2part, 3 part, and 4part
- Transparencies (\$.21 each sheet)
- **Binding:**

Thermal (\$.75each), Spiral (\$1.25 each), and Booklets (\$.15each)

15. Special Instructions: This is the section where you can write more detailed instructions.

16. Job Description: Every request should have a description. This will help with billing.

If all the necessary fields are completed, we can minimize confusion and errors and fulfill your requests promptly.

Frequently Asked Duplicating Questions

What should I do if my printing has not arrived and is past my due date?

Answer: You can email or call Joe or Marissa.

What if I decide, after I have sent my Duplicating Request Form, that I want more copies or want to change my request?

Answer: Let your Administrator know so they can call or email us to approve the change. If your original request has already been completed, it must be resubmitted with a new request form signed by an administrator.

What if I am dissatisfied with the quality or quantity after I receive my printing?

Answer: Duplicating will always stand by our quality of work. If you are dissatisfied with your copies, call and let us know.

Please remember that if the quality of the work is poor compared to the quality of your originals, it is not our responsibility.

Our interpretation of what is wanted can differ if you do not complete a form correctly or thoroughly.

We will do our best to contact the requestor if there is a misunderstanding. However, our goal is that this Guide provides information to eliminate confusion and mistakes.

We are here to help you solve any problems you may encounter when preparing your project for printing.

Contact Joe or Marissa at **664-9214**.

Paper We Carry:

Duplicating no longer carries special paper. If you want something we do not have, the person generating the request must provide it.

- White bond (All sizes)
- Color bond (8 1/2 x 11 and some colors in 11 x 17)
- Bright bond (only 8 1/2 x 11)
- White card (All sizes)
- Color card (only 8 1/2 x 11)
- Bright card (8 1/2 x 11 and some colors in 11 x 17)
- Whitestone card (8 1/2 x 11)
- NCR (2, 3, 4 Part)
- Color copy Bond and Card

Please refer to the Duplicating Department’s Color Sample booklet for a visual.

NEW Wide Format Printer:

Print paper banners **up to** 3ft. x 6ft.

We recommend using the free version of **Canva** to design these banners according to size.

Pricing

Black and White..... \$0.95 **per foot**

Color..... \$2.50 **per foot**

How to order

Email dupreq@turlock.k12.ca.us with information such as the date needed, black-and-white or Color, number of copies, funding code, and a PDF attachment set for any size up to 3ft. x 6 ft. OR fill out the request form, check the banner, and then fill out the Job Description section with the size, B&W, or color **copy preference**.

Duplicating Price List

- Copy charges are based on funding codes
- Elementary, & TJHS/DMS Sites copy charges are \$.017 per copy
- All other Site copy charges are typically \$.025 per copy

PAPER COSTS

BOND (500 SHEETS PER REAM)

8 1/2 x 11	WHITE.....	\$.0058 (Included in copy charge)
8 1/2 x 11	COLORED BOND	\$.008
8 1/2 x 11	ASTROBRIGHT.....	\$.02
8 1/2 x 14	WHITE.....	\$.0074
11 x 17	WHITE.....	\$.0168
11 x 17	COLOR BOND.....	\$.032

CARDSTOCK (250 SHEETS PER REAM)

8 1/2 x 11	WHITE.....	\$.0187
8 1/2 x 11	COLORED.....	\$.0234
8 1/2 x 11	ASTROBRIGHT.....	\$.0373
8 1/2 x 11	WHITESTONE (110 LB.)	\$.1073
8 1/2 x 14	WHITE.....	\$.0262
11 x 17	WHITE.....	\$.0455
11 x 17	ASTROBRIGHT.....	\$.0792

SPECIALTY PAPER

9 x 11	WHITE TABS.....	\$.1778
NCR, 2 PART STANDARD		\$.0610
NCR, 3 PART STANDARD		\$.1202
NCR, 4 PART STANDARD		\$.1324
TRANSPARENCIES		\$.21

COLOR COPIER PAPER

8 1/2 x 11	COLOR COPY BOND.....	\$.0153
8 1/2 x 11	COLOR COPY WHITE CARD.....	\$.0411
11 x 17	COLOR COPY WHITE CARD.....	\$.0694

ADDITIONAL COSTS

- Color copy charge: \$.38 per copy and per side
- Thermal binding: \$.75 per book
- Spiral binding: \$1.25 per book
- Booklet charge (folded in half with two staples): \$.15 per book

To get your total request cost, you need to calculate the cost of the copy and add it to the cost of the paper. If you have any Additional Cost items, you will need to add that in, too.