Pocatello/Chubbuck School District #25

PRINT SHOP GUIDELINES August 2025

Will Olson, Printing Technician
208-235-3275

PRINT ORDER FORMS

- All forms need an account code and school name and the name of the requesting person. If there is no account code, the printing cost will be billed to the school supply budget. If you would like to self-pay, indicate so on the account number line.
- Double sided originals will count as two copies. (1 original for each side)
- Give clear printing instructions. Bad instructions may delay your printing; or worse, information could be printed incorrectly.
- All printing is handled in the order received and due date chronological. Best effort attempts will be made to get your print order in a timely manner.

ORIGINALS

- Margins need to be at least 1/4 inch all the way around the paper. If possible, leave more than the requested 1/4 inch.
- Always use clear black ink for typing.
- Do not staple or tape the print order form to the originals (paper clip only).
- Do not staple or tape any part of the originals together (paper clip only).
- We cannot print originals that are one-quarter (¼) or one-half (½) size. Enlarge the print original or create the original of the ¼ item as 4 a page or ½ size 2 a page for an 8½ by 11-inch sheet of paper.

STAPLING

- Please indicate where you want the staples placed on the finished copy (i.e., two on the left-hand side, or one in the upper left-hand corner). If not indicated no stapling will occur.

COLOR INK COPIES

- Color copies are available, upon request, if the original is colored ink.

PRINTING BY GRADE LEVELS

- Send as much printing as you can by grade level. If there is more than one teacher, we can place copies in stacks for each teacher if indicated on the print order form. Example: All third-grade math that is the same can be placed onto one print order form and stacked for the individual teachers.

POSTERS & BANNERS

- Full Black & White or Color Posters, any size (PDF file).
- For information regarding banners, please give us a call or stop by.

LAMINATING

- Laminating for copies, posters, wall art

CARBONLESS PAPER (NCR)

- NCR Paper comes in the following sets: 2-part: 250 sets per ream of 500; 3-part: 167 sets per ream of 500; 4-part: 125 sets per ream of 500; 5-part: 100 sets per ream of 500

BOOKLET FORM

- Collating, folding, stapling, and/or trimming. Our copiers produce booklets as part of the finishing process. Questions? Just give us a call.

BOOKS

- Books need to be taken apart. If not taken apart, it will be necessary to cut the binding off and charge for that service.
- Please remove any and all staples.
- If you need to tear a page out of a book to have copied, please make sure it has clean edges.

NUMBERING MACHINE

- If you would like numbering, please call the Print Services Center for information and make sure you indicate the beginning number on your print request form.

SPECIAL PAPER & CERTIFICATES

- The print shop has samples of various kinds of paper. If you want something special, give us a call or stop by. It will take a few extra days, but we would love the chance to help you get what you want.

MISCELLANEOUS ITEMS TO REMEMBER

- Do not bring in your own paper, unless it is special stock and you have talked to the print service center about it.
- There is no limit on the number of copies through the print room.
- Back-to-back originals must be on separate sheets of paper unless being collated. If the originals are already back-to-back, we will make new originals (and charge you for them). If you order the same job again, please use the originals made by the print shop.