PHARR-SAN JUAN-ALAMO ISD

PRINT SHOP

PRICE BOOKLET

2025 - 2026

PSJA COLLEGE^3 READY.CONNECTED.COMPLETE™

PHARR-SAN JUAN-ALAMO ISD
INSPIRING GLOBAL THINKERS

ABOUT THE PSJA ISD PRINT SHOP DEPARTMENT

The PSJA ISD Print Shop Department is your in-house source for printed materials, offering full print services to over 40 schools and district departments throughout PSJA. We are responsible for producing various printed materials, such as posters, programs, business cards, forms, etc. Our print shop is here to provide great quality work from start to finish. If you require custom-designed graphic print materials, we can help you as well. We encourage you to contact the PSJA ISD Print Shop Department so we can meet your print needs.

Please note: your department or school is responsible for paying for all print production costs. If you need a quote please email printshop@psjaisd.us

PHARR-SAN JUAN-ALAMO ISD
PRINT SHOP

CARBONLESS PAPER FORMS

(Black Ink Only)

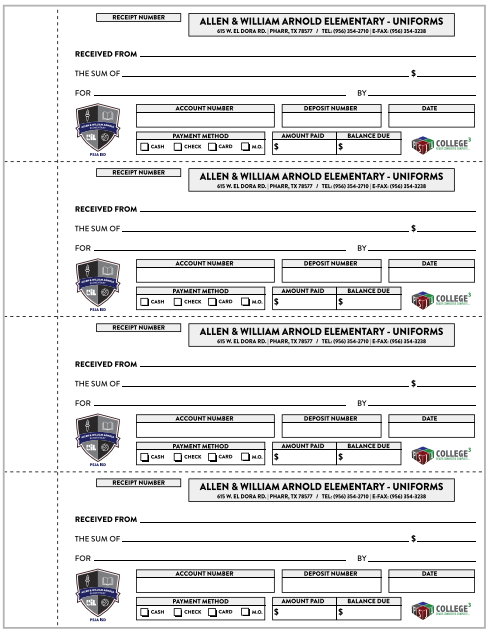
TYPE	PRICE PER PACK
Absence Notice Log - (50 sets per pack, 2-part NCR, 8.5 x 5.5)	$5.00
Nurse Pass - (100 sets per pack, 2-Part NCR, 4.25 x 5.5)	$5.00
Nurse Pass - (100 sets per pack, 3-Part NCR, 4.25 x 5.5)	$8.50
Request Leaving Work - (50 sets per pack, 2-Part NCR, 8.5 x 11)	$10.00
Substitute Report Form - (50 sets per pack, 2-Part NCR, 8.5 x 5.5)	$5.00
Tardy Pass - (100 sets per pack, 2-Part NCR, 4.25 x 5.5)	$5.00
Transportation Report Form - (50 sets per pack, 2-Part NCR, 8.5 x 5.5)	$5.00
2 - Part NCR Form - (8.5 x 11)	$0.20 per set
3 - Part NCR Form - (8.5 x 11)	$0.34 per set
4 - Part NCR Form - (8.5 x 11)	$0.40 per set

RECEIPT BOOKS

(Cardstock cover, 4 receipts per page on NCR paper, 75 sets that are perforated and numbered)

3-PART (White, Yellow, Pink)	PRICE
Black Ink Only	$35.00
Color Print (receipts and cover)	$42.50

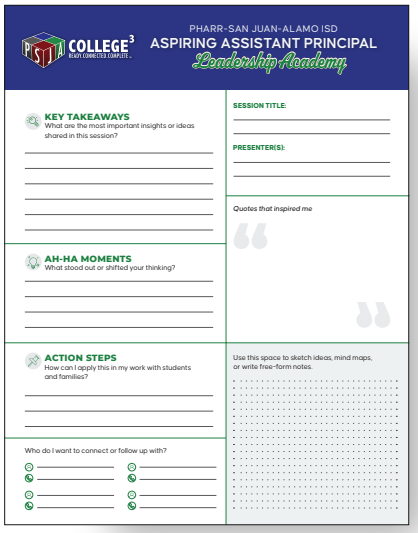
2-PART (White, Yellow)	PRICE
Black Ink Only	$30.00
Color Print (receipts and cover)	$37.50



NOTEPADS

Each pad contains 50 sheets with a chipboard backing and single-sided color prints on White Bond (regular white paper)

SIZES	INK TYPE	PRICE PER PAD
4.25 x 5.5	Black Ink	$0.90
	Full Color Ink	$1.50
5.5 x 8.5	Black Ink	$1.75
	Full Color Ink	$3.00
8.5 x 11	Black Ink	$3.50
	Full Color Ink	$6.00



WHITE BOND

(Regular white paper)

TYPE	PRICE
8.5 x 11 - Black Ink	$0.05
8.5 x 11 - Full Color Ink	$0.10
8.5 x 14 - Black Ink	$0.06
8.5 x 14 - Full Color Ink	$0.12
11 x 17 - Black Ink	$0.08
11 x 17 - Full Color Ink	$0.15

POSTERS

(Single-sided color print)

SIZES	PRICE
8.5 x 11 - (cardstock)	$0.25
8.5 x 11 - (glossy)	$0.30
11 x 17 - (cardstock)	$0.30
11 x 17 - (glossy)	$0.35
12 x 18 - (glossy)	$0.50
13 x 19 - (glossy)	$0.40

(Customized sizes will be an additional charge)

FUNDRAISER POSTERS

(Single-sided color print with trimmed white border upon request)

SIZES	PRICE
8.5 x 11 - (cardstock)	$0.65
8.5 x 11 - (glossy)	$0.75
11 x 17 - (cardstock)	$1.40
11 x 17 - (glossy)	$1.50
12 x 18 - (glossy)	$1.75
13 x 19 - (glossy)	$2.00

(Customized sizes are included)

TICKETS

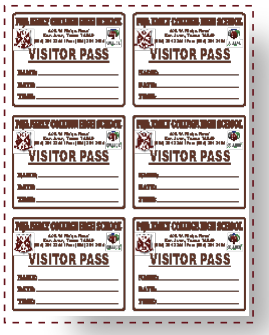
(Color print with up to 10 tickets per 8.5 x 11 sheet, numbered, cut and sorted. Perforation included if needed.)

TYPE	PRICE PER SHEET
Single Side Print	$0.85
Double Side Print	$0.95
12 x 18 Layout	$1.80

LABELS / STICKY PAPER

(Cuts are included)

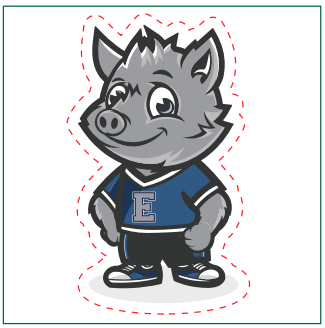
TYPE	PRICE PER SHEET
White Label Paper - Black Ink	$0.40
White Label Paper - Full Color Ink	$0.50
Color Label Paper - Black Ink	$0.50
Color Label Paper - Full Color Ink	$0.60



DIE-CUT STICKERS

(Stickers will be cut to shape of artwork)

SIZES	PRICE PER STICKER
2 inch sticker peel	$0.20
3 inch sticker peel	$0.50
6 inch sticker peel	$0.80



BANNERS

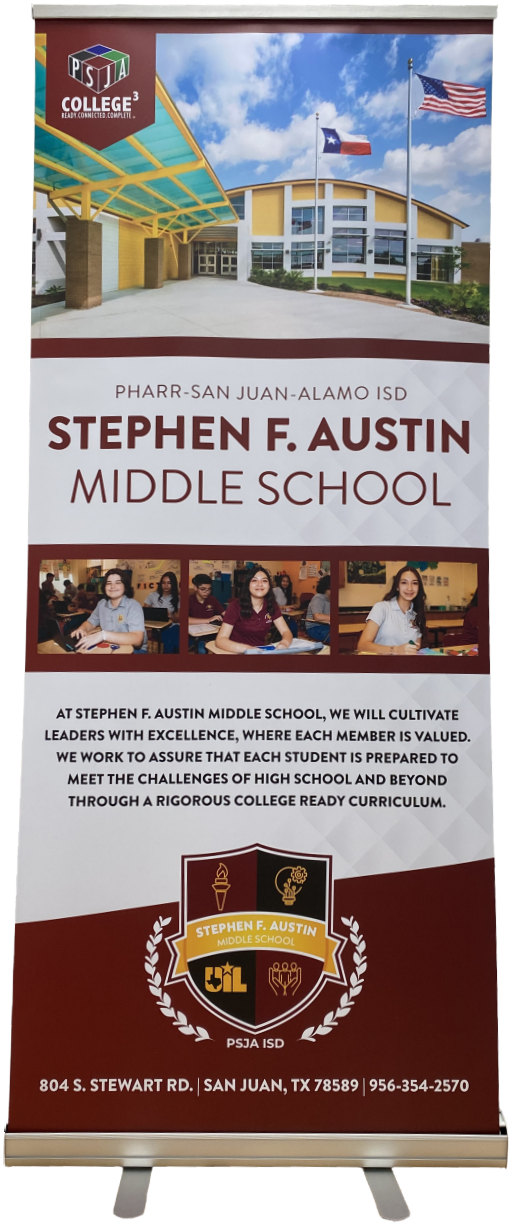
(Banners will have an edge seam and grommets. Maximum height is 52 inches)

TYPE OF BANNER	PRICE
Vinyl	$3.95 ft²
Mesh	$4.05 ft²
Sponsor Poster Vinyl - (recommended size is 4 x 4 feet)	$1.85 ft² *When ordering 20+

RETRACTABLE BANNER STANDS

(Banner stands will include an 11 × 17, full-color, single-sided print for tabletop banner stands and a 33.5 × 82 vinyl banner for floor banner stands.)

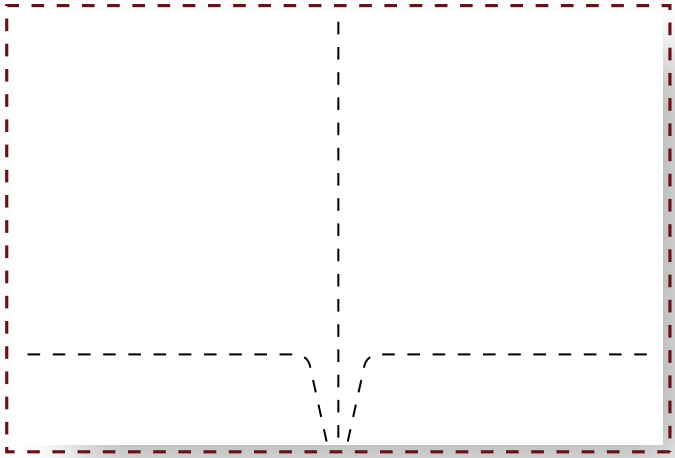
SIZE	PRICE PER STAND
11 x 17 Tabletop Mini Retractable Banner Stand	$28.00
33.5 x 82 Floor Retractable Banner Stand (with travel case/bag)	$150.00

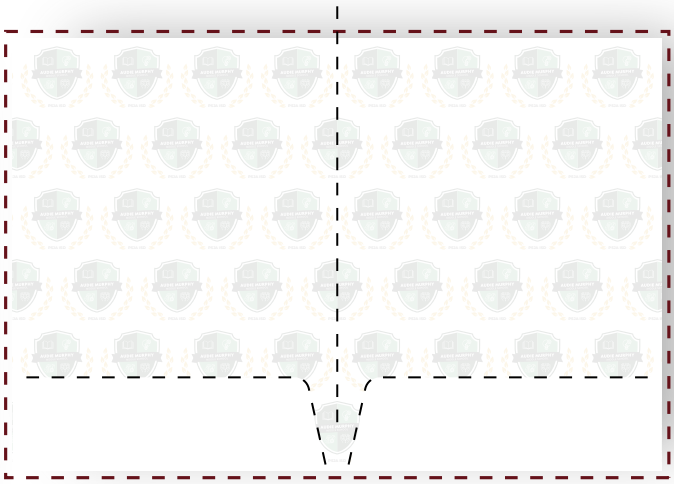


FOLDERS WITH INSIDE POCKETS

(Single-sided or double-sided print. Inside folder pockets must be white)

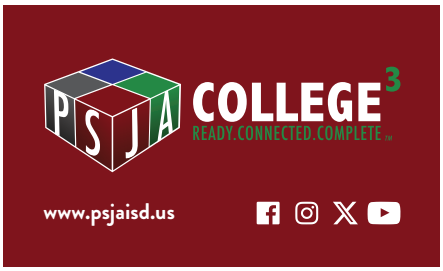
SIZE	PRICE
12 x 18	$2.50 per folder



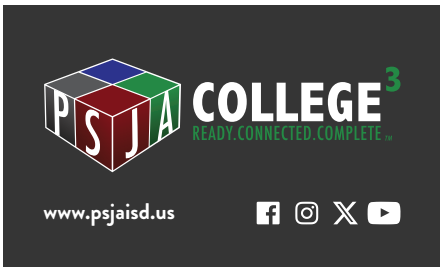


BUSINESS CARDS

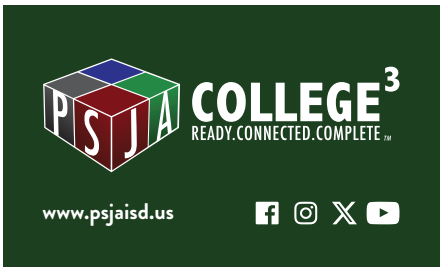
(Double-sided color print)



PSJA Early College High School



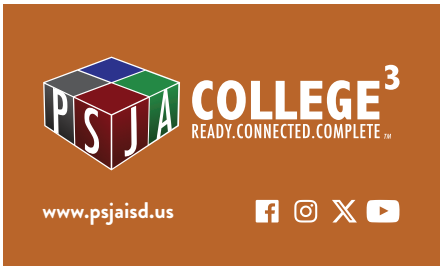
PSJA North ECHS



PSJA Memorial ECHS

PSJA Southwest ECHS

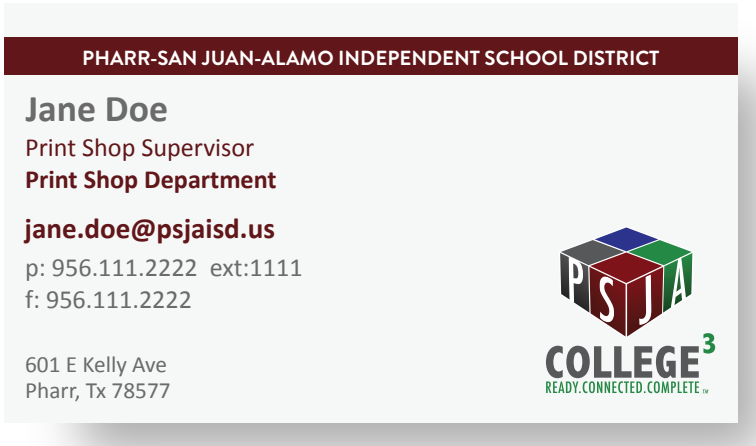
PSJA T. Jefferson TSTEM ECHS



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

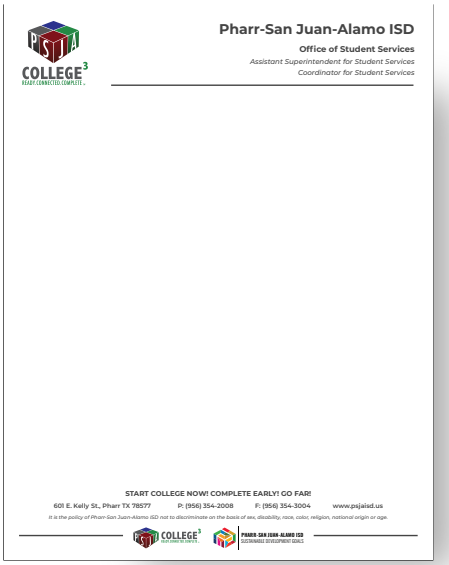
(For different quantities please contact the print shop)



STATIONARY / LETTERHEAD

(Full Color Ink)

COPIES	PRICE
Linen Sheets 8.5 x 11	$0.20 per sheet



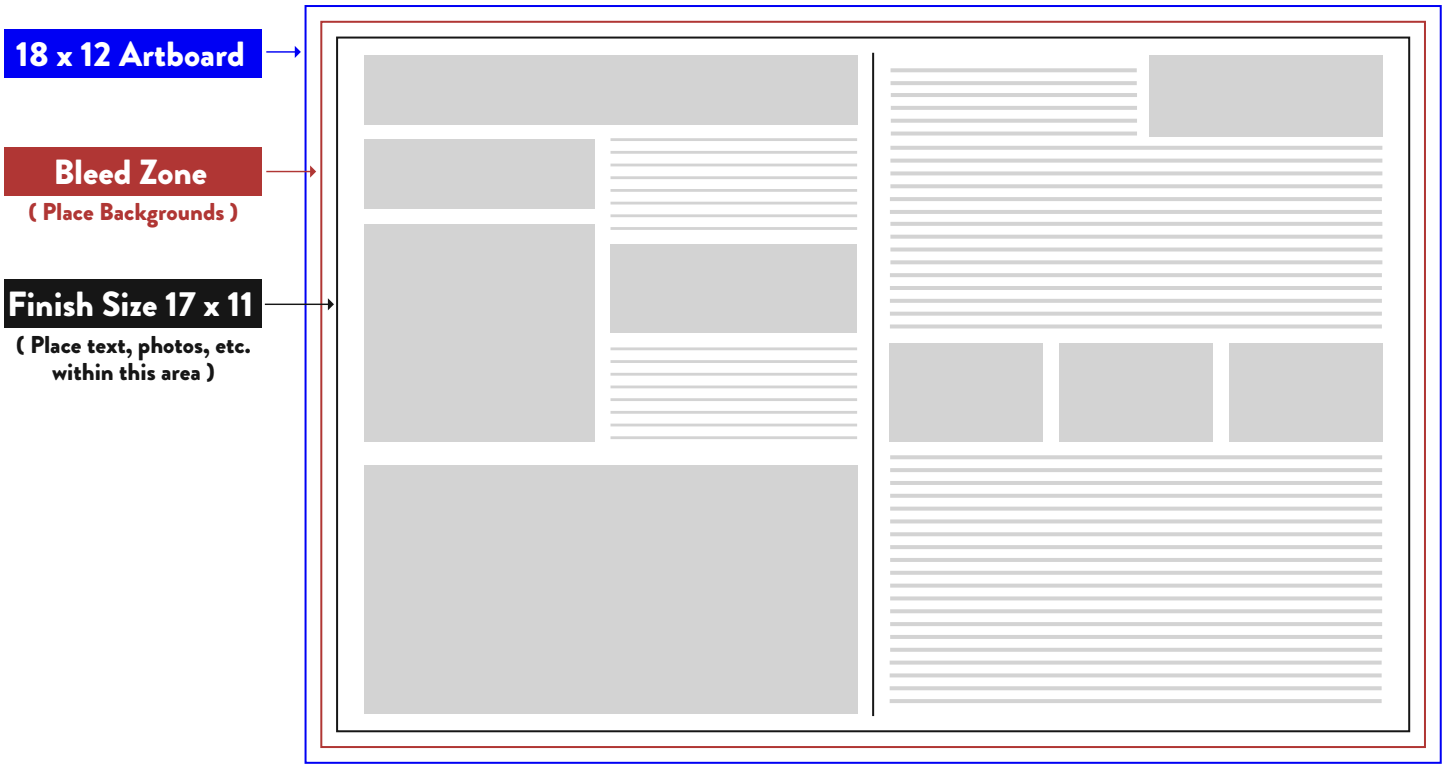
ENVELOPES

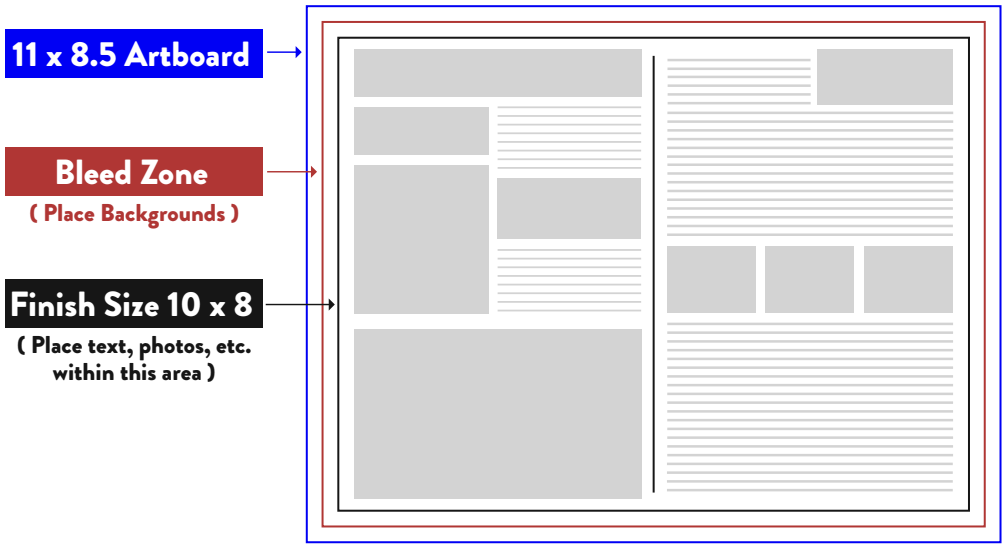
(White envelopes with single-sided color print)

ENVELOPE SIZES	PRICE
No. 10 Business Envelopes 4.125 x 9.5 - box of 500	$40.00 ($0.08 per unit)
No. 10 Business Window Envelopes 4.125 x 9.5 - box of 500	$40.00 ($0.08 per unit)
A-2 Size Envelopes 4.375 x 5.75 - box of 500	$40.00 ($0.08 per unit)
A-6 Size Envelopes 4.75 x 5.75 - box of 500	$70.00 ($0.14 per unit)
A-7 Size Envelopes 5.25 x 7.25 - box of 500	$70.00 ($0.14 per unit)
A-8 Size Envelopes 5.5 x 8.125 - box of 500	$80.00 ($0.16 per unit)
9 x 12 Size Envelopes Short Flap	$0.40 (per unit)
10 x 13 Size Envelopes Short Flap	$0.50 (per unit)

SPECIALIZED PROGRAMS

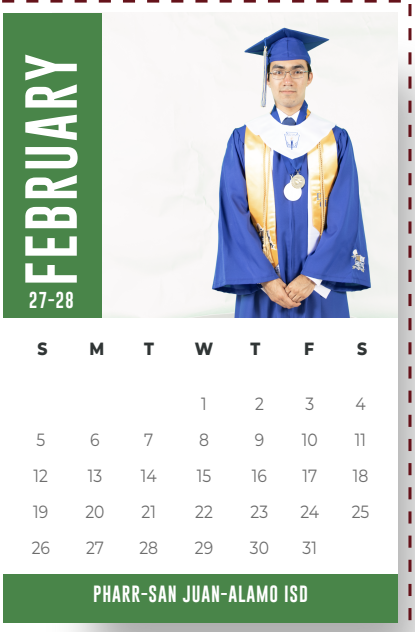
Specialized programs will have a square fold with two staples, and will be trimmed to edge (no white borders).
The max number of sheets for this project is 28 sheets which equals to 116 pages.
Please contact the print shop for type of paper available and pricing.





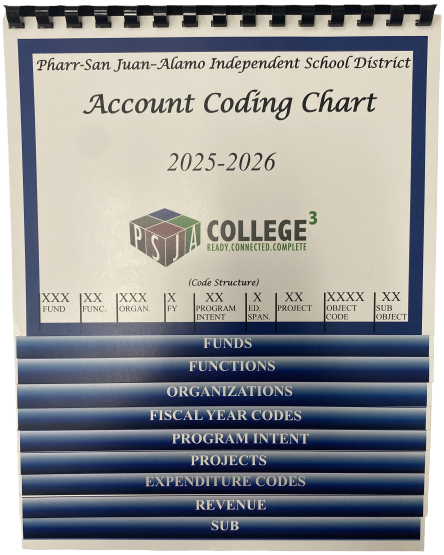
SPECIALIZED WALL CALENDARS

Specialized wall calendars will include a center fold, two staples, and a hole punched for hanging.



FLIP-CHARTS

8.5 x 11 cardstock single or double-sided print bound with a black comb.



Please contact the print shop for pricing.

DOOR HANGERS

(2 hangers per sheet double-sided print)

TYPE	PRICE
Color Print	$0.90
Black & White Print	$0.75

BINDERY

(Binding comb size is dependent on amount of pages)

BLACK PLASTIC BINDING COMBS

SIZES	PRICE
3/16”	$0.12
5/16”	$0.22
1/2”	$0.37
3/4”	$0.52
1”	$0.62
1 - 1/4”	$0.72

BLACK BINDING TAPE

SIZES	TOTAL SHEETS	PRICE
1/2”	NARROW	$0.55
1”	MEDIUM	$0.65
1 - 1/2”	WIDE	$0.80

LAMINATION

(Cuts to shape will be an additional charge)

SIZES	PRICE
8.5 x 11	$0.30
11 x 17	$0.60
12 x 18	$0.65
13 x 19	$0.65

ADDITIONS

TYPE	PRICE
Cutting	$0.01 (per cut)
Folding	$0.01 (per fold)
Stapling	$0.02 (per staple)
Hole Punching	$0.01 (per page)
Perforating	$0.02 (per sheet)
Custom Paper Sizes & Colored Paper	Additional Charge

JOB REQUESTS

When submitting a job request or inquiry to ***printshop@psjaisd.us***, please include all required information and remember to attach any relevant files. If you would like us to design and create the job for you, be sure to indicate that in your email. Providing complete details helps us complete your job in a timely manner.

If you're not exactly sure what you need, that's okay—we're happy to answer questions and make recommendations. If additional information is required, we will contact you before beginning your job. Our goal is to deliver a final product you're happy with.

JOB DETAIL CHECKLIST

- ☐ **Email job request or inquiry to *printshop@psjaisd.us***
- ☐ **Please remember to attach the file or request a design**
- ☐ **Include quantity *(25, 500, 1000, etc.)***
- ☐ **Include type of paper / material *(White Bond, Cardstock, Glossy, Vinyl, Mesh, etc.)***
- ☐ **Include type of cover *(White Bond, Cardstock, Glossy, etc.)***
- ☐ **Include size *(5 x 7, 8.5 x 11, 11 x 17, Custom Size)***
- ☐ **Include additional details such as:**

☐ SINGLE-SIDED	☐ COLOR COPY	☐ BINDING TAPE
☐ DOUBLE-SIDED	☐ BLACK/WHITE COPY	☐ BINDING COMB
☐ PADDING (GLUE)	☐ CUTTING	☐ STAPLES (1,2)
☐ PERFORATING	☐ CREASING	☐ LAMINATING
☐ NUMBERING	☐ HOLE PUNCH (1,2,3)	

NOTES

FRIENDLY REMINDER

Please submit all jobs, requests, or inquiries to

printshop@psjaisd.us

to ensure we get your email promptly.

If you have any questions please contact us at 354-2214.

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