



# DUPLICATING

Welcome to the Duplicating department, where we specialize in copying and reproducing various documents and materials. Our goal is to provide high-quality work quickly and efficiently to meet your needs. We are always ready to assist you with any duplication needs you may have.



## CONTACT US

Email: [duplicatingservices@bcasd.com](mailto:duplicatingservices@bcasd.com)

Phone: 661.631.4730

# PRICING

## STANDARD PRINTING

<u>Pages</u>	<u>Color</u>	<u>Black &amp; White</u>
1-Sided	.12	.035
2-Sided	.18	.040

### District Business Cards

\$16.00 box of 250 cards

### Door Hangers

.20

### Envelops - Per Box (500)

\$20.00 Regular

\$23.00 Windows

### Labels

.20

## BANNERS

<u>Banner Size</u>	<u>Color</u>	<u>Black &amp; White</u>
42" x 70"	\$92.15	\$20.13
42" x 54"	\$71.77	\$15.99
42" x 32"	\$43.75	\$10.29

\*For custom sizes and their prices  
please call the Duplicating  
department



## POSTERS

<u>Banner Size</u>	<u>Color</u>	<u>Black &amp; White</u>
42" x 70"	\$63.92	\$14.97
42" x 54"	\$49.99	\$11.76
42" x 32"	\$30.85	\$7.78
36" x 60"	\$47.80	\$11.32
36" x 47"	\$38.09	\$9.31
36" x 27.5"	\$23.53	\$6.28
24" x 40"	\$23.02	\$6.26
24" x 31"	\$18.52	\$5.30
24" x 18.5"	\$12.26	\$3.97

# OUR IN HOUSE PAPER STOCK

## REGULAR 20LB PAPER

8.5 X 11

Blue	Orchid	White
Goldenrod	Pink	
Green	Yellow	

## CARDSTOCK 90LB

8.5 X 11

Blue	Green	White
Canary	Orchid	
Cherry	Salmon	

## NCR

8.5 X 11

2 Part	White-Yellow
3 Part	White-Yellow-Pink
4 Part	White-Yellow-Pink-Goldenrod
5 Part	White-Green-Yellow-Pink-Goldenrod

## SPECIALTY PAPER

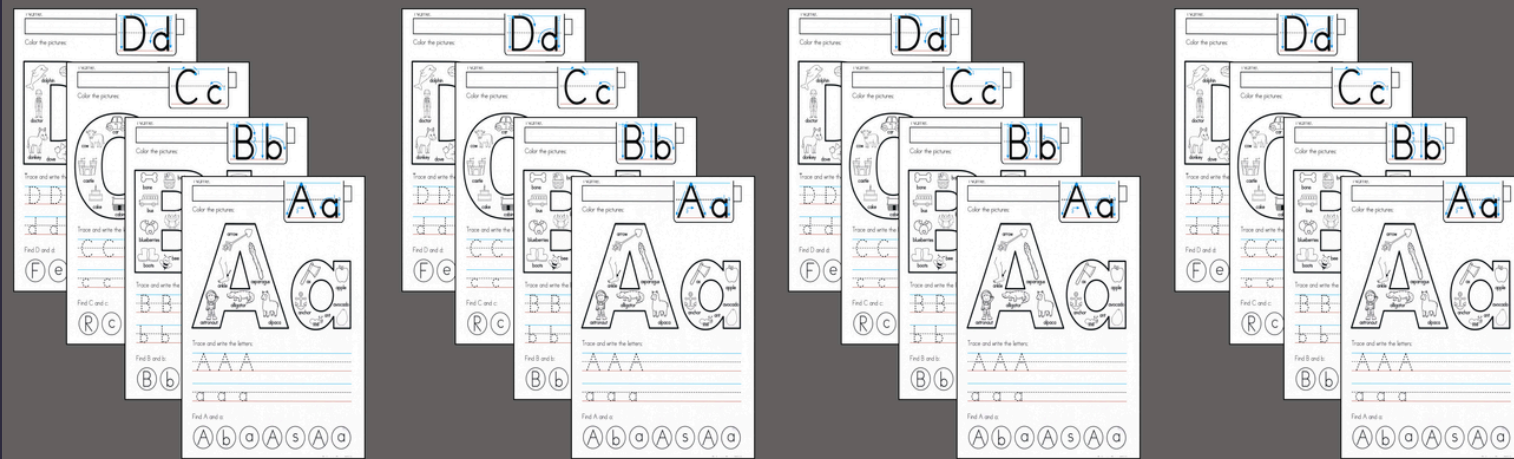
28lb	32lb	Coated
• 8.5 x 11	• 8.5 x 11	• 8.5x11
• 11 x 17	• 11 x 17	• 12x18
		• 13x19

### WRAP AROUND COVERS

Blue	Salmon
Canary	White
Green	

If you cannot find the media you need, give duplicating a call to explore alternative options.

# COLLATION AND FOLDS



Pages 1,2,3,4

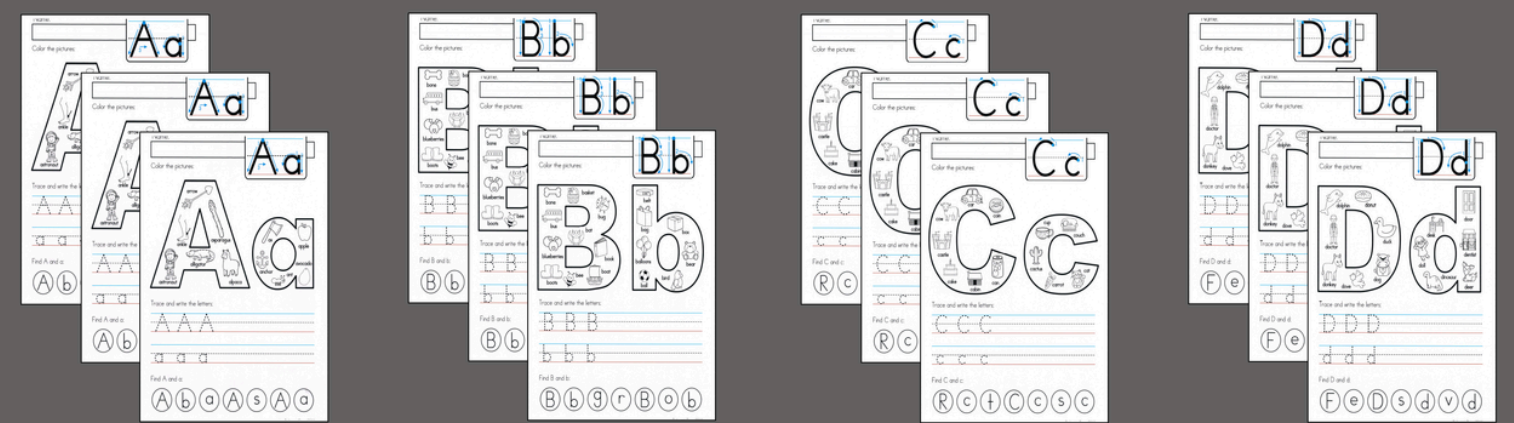
Pages 1,2,3,4

Pages 1,2,3,4

Page 1,2,3,4

**Collated Sheets**  
1234, 1234, 1234, 1234

**Collated**



Page 1,1,1

Page 2,2,2

Page 3,3,3

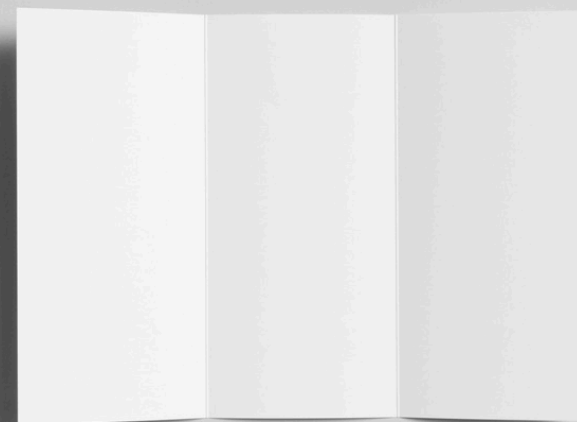
Page 4,4,4

**Uncollated Sheets**  
111, 222, 333, 444

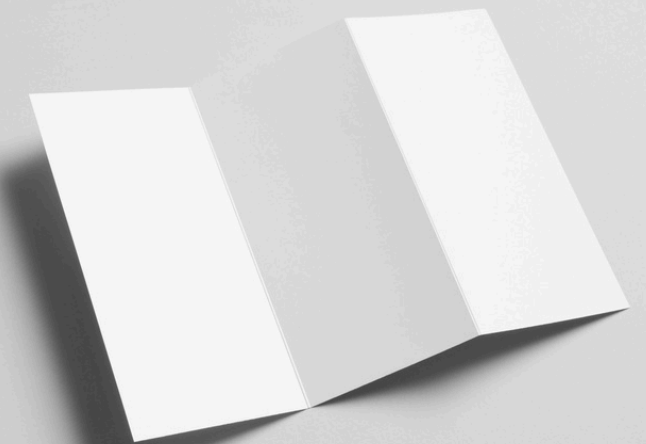
**Uncollated**



**Half Fold**



**Tri-Fold**



**Z-Fold**

# ASSEMBLY



**Spiral Bound**



**Wrap Around**



**Booklet**

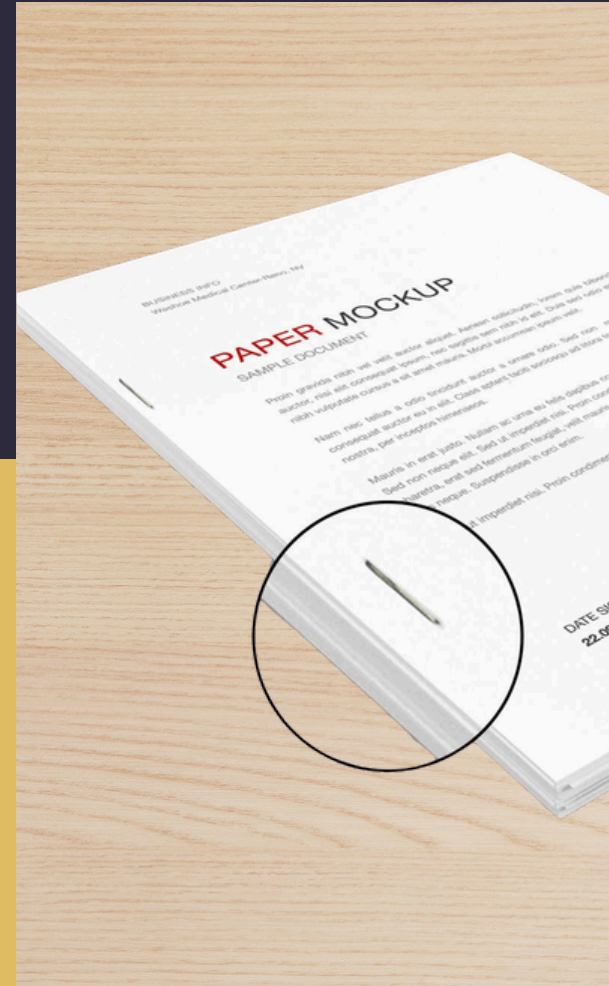


**Padding**

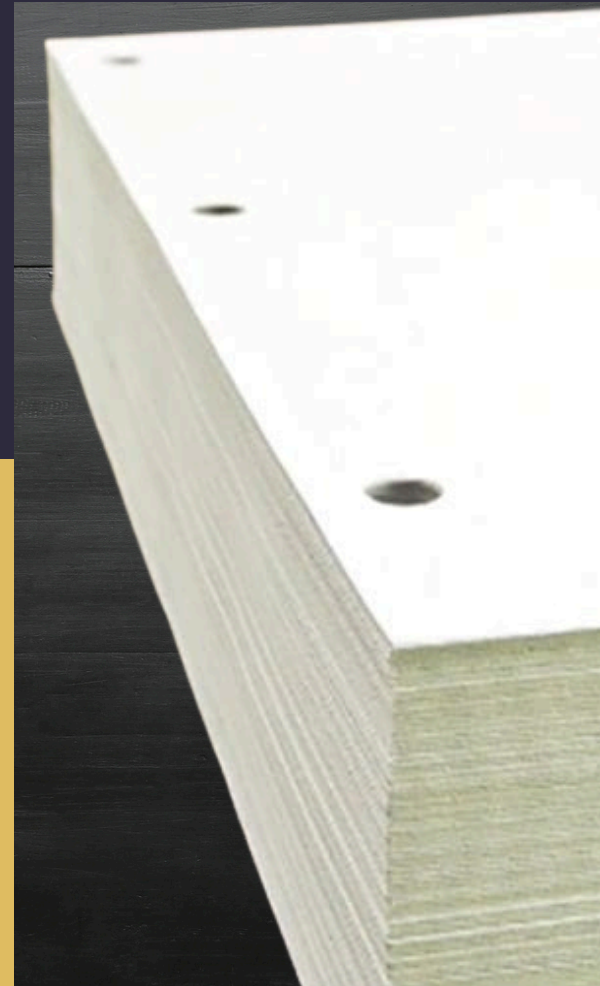
# STAPLE AND DRILLING



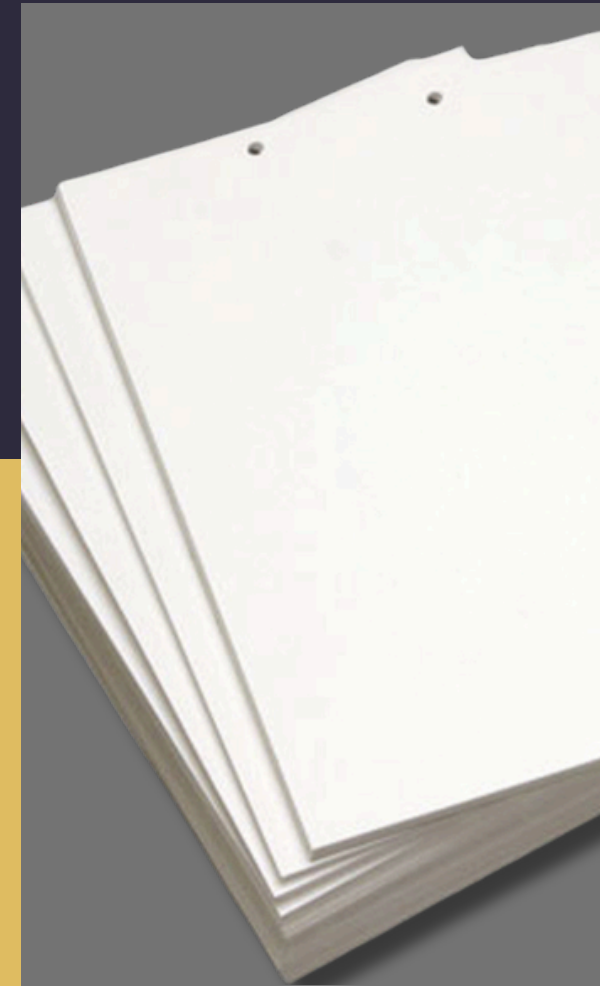
**One Staple**



**Two Staple**



**3-Hole Drill**



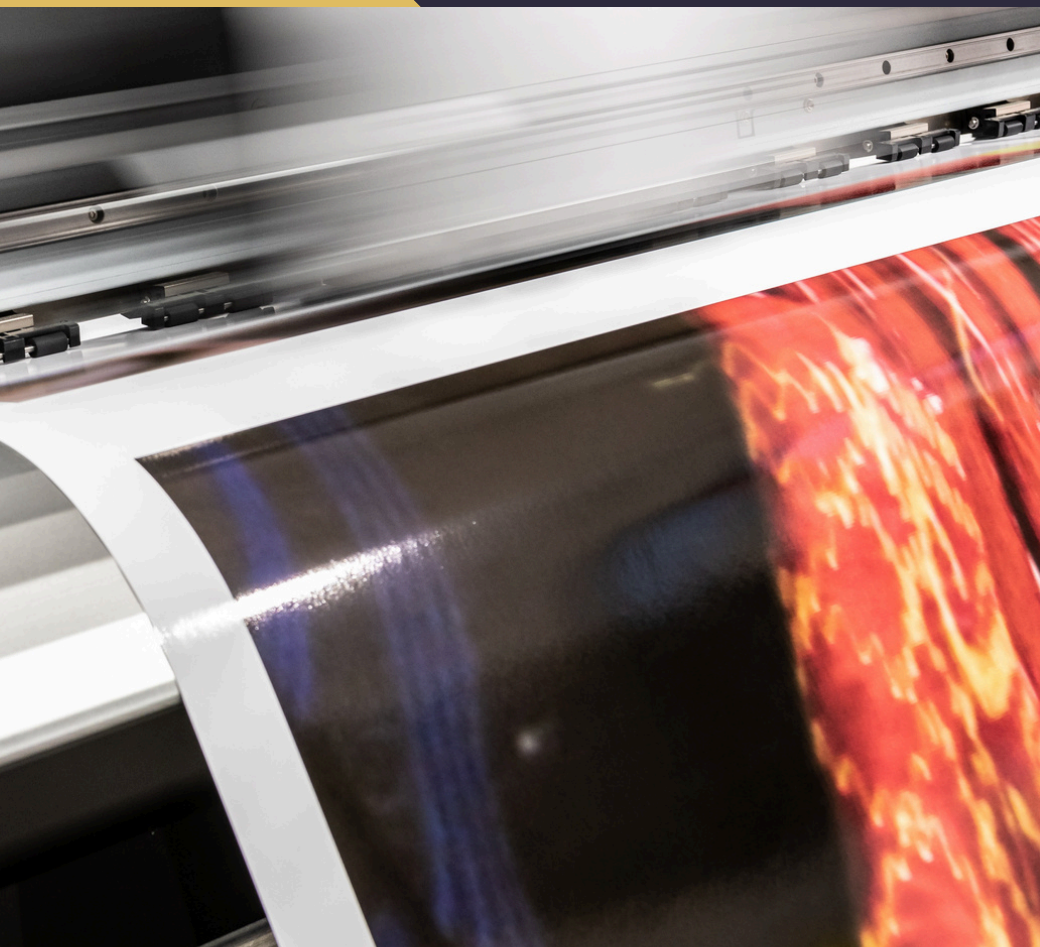
**2-Hole Top**



**1-Hole Top Corner**

# BANNERS AND POSTERS

Brighten up your schools and events



On On Foam Board



On Corrugated Plastic



For Backdrops

# MEET THE STAFF



**Issac Sandoval**

Reprographics Supervisor



**Vacant**

Senior Duplicator



**Brenda Alfaro**

Offset Machine Operator IV



**Kimberly Camorlinga**

Offset Machine Operator IV



**Gerald McDonald**

Offset Machine Operator IV