HUSD PRINT SHOP GUIDE

Print Shop Hours

Monday - Friday 07:15 AM - 3:15 PM

Excluding Holidays, Vacation & Sick Days

Contact:

510.784.2600 ext. 72527

LMcKenna@husd.k12.ca.us

Last Revison 1-3-2026

HUSD Print Shop FAQ:

How to submit a Print Job Request

Key Terms: Print Request, Print Shop, Job Request, Printing, Decals, Stickers, Posters, Banners, Business Cards, Forms, Time Cards, Flyers, Postcards

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Print Job Request Form Instructions:

Go to This Link to fill out the Print Shop Job Request with the information below.

- **1. Enter** all of the Mandatory Information indicated with a * on the Help Desk form**.**
  - Your **Full Name**.
  - Your **Location** in the District
  - Your **HUSD Phone Extension**. No Cell phones please.
  - Your **Site Budget Code**. Jobs will not be started without this.
  - The **Job Type**. Standard, Business Cards, Time Cards, Decals, Oversized Posters, etc.
  - **Job Description.** Give a **DETAILED description** of Quantity, Paper Stock, and any special finishing needed such as lamination or binding. The more information, the better.
  - **Subject: Describe your Job in Detail.** i.e. “Business Cards for Carmen San Diego”
- **2. Attach** Files for Printing
  - **Only attach PDF files** unless you have been asked for something else.
  - **Artwork MUST be a 1:1 ratio (Same Size) for ALL Print Jobs.** If your flyer is to be 8.5” x 11”, the artwork must be 8.5” x 11”. If your Poster or Banner is to be 24” x 36”, the artwork must be 24” x 36”. Taking out of proportion artwork and enlarging or reducing it to fit the sheet of paper will result in odd finished sizes, excess white space and poor image quality.
  - **CANVA Files** Canva is AMAZING! You can easily create great artwork that is High Resolution, and the proper format for Printing. If you are sending in a Canva document, save it with the following settings:
    - **PDF for PRINTING**
    - **Flatten PDF**
    - **Color Profile CMYK for printing.**
    -
- **3. If you send in COLOR Originals, your job will be run in COLOR.** Color originals DO NOT work being used for Black and White Printing. If you want Black and White Print, please submit Black and White Originals.

4. **DO NOT send the following types of files**, I cannot use them due to formatting, user account access, and legal issues:

- Google Drive Links, Google Docs, unless it has been downloaded as a PDF.
- Word Documents
- Power Point Presentations
- Handwritten crayon documents.
- Copy-written publications without WRITTEN permission to reproduce.

HUSD Print Shop Standards to keep in mind:

- **All jobs are run First In, First Out.** Rush jobs are not accepted due to staffing levels.
- Color jobs are default ran on 24# White Laser Paper.
- Black and White jobs are default ran on 20# Bond Paper, white or colored.
- NCR (Non Carbon Reproducing) Paper is printed in quantities of full 8.5" x 11" reams.
  - 2 Part W-Y is 250 Sets per ream
  - 3 Part W-Y-P is 167 Sets per ream
  - 4 Part W-Y-P-GD is 125 Sets per ream
  - 5 Part W-G-Y-P-GD is 100 sets per ream
- Minimum Print Charge per job is $2.00
- Minimum run for Decal Material is 12".
- Scratch pads, note pads and Student Reward Tickets are padded 50 sheets per pad
- Maximum sheet size for Konica Minolta Printers is 12" x 18"
- Posters and Banners can be a maximum of 6 feet long/tall, and up to 38" wide.
- Please allow ample time for your project to be produced. The Print Shop currently has one staff member who handles all aspects of running the Print Shop.
- Communications regarding your job will come in the form of emails from the Job Ticket. **PLEASE READ & RESPOND TO ALL EMAILS** from Help Desk. Ignoring these emails will delay the progress of your job.

That's it! So Simple! Any questions? Please email:

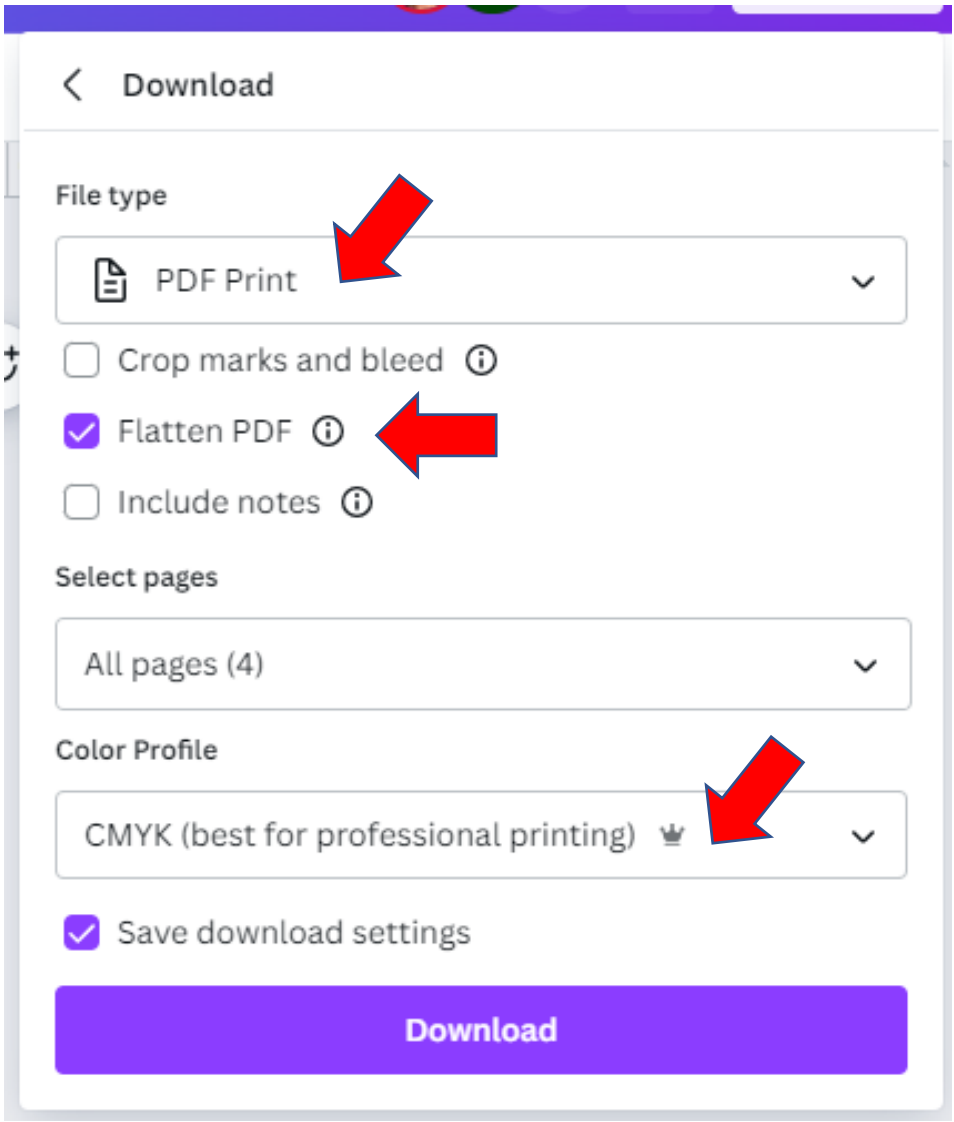
Lela McKenna LMcKenna@husd.k12.ca.us

Phone Calls are typically NOT answered due to staff reductions.

Thank you and have a wondrous day!

Lela

Canva.com Download settings for PDFs to send to the Print Shop



HUSD PRINT CENTER PRICING

PRINTING/COPYING PRICE PER SIDE

LETTER 8.5 x 11	BW	COLOR
20# White	$0.03	$0.15
20# Pastel	$0.05	$0.19
NCR 2-Part Per set	$0.18	N/A
NCR 3-Part Per set	$0.44	N/A
NCR 4-Part Per set	$0.47	N/A
NCR 5-Part Per set	$0.55	N/A
24# White (Laser)	$0.05	$0.20
Astrobrite/Parche 24#	$0.08	$0.23
Astrobright Cover 65#	$0.10	$0.25
80# Gloss Text	$0.08	$0.23
80# Gloss Cover	$0.17	$0.32
90# White/Pastel	$0.09	$0.21
110# White Index	$0.10	$0.22
110# Gloss Cover	$0.20	$0.35
Address Label Stock	$0.70	$0.85

LEGAL 8.5 x 14	BW	COLOR
20# White	$0.04	$0.18
20# Pastel	$0.05	$0.19

TABLOID 11 x 17	BW	COLOR
20# White	$0.06	$0.30
80# Gloss Text	$0.16	$0.40
80# Gloss Cover	$0.30	$0.60
90# White Index	$0.10	$0.36

MINI POSTERS 12 x 18	BW	COLOR
80# Glossy Text	$0.25	$0.40
80# Glossy Cover	$0.30	$0.45
100# Gloss Cover	$0.35	$0.75
210# Cover Stock	$0.48	$0.75

FINISHING SERVICES

BINDING, GROMMETS, TRIMMING	
Tape Binding	$2.50 per book
Comb Binding	$2.50 per book
Coil Binding	$2.50 per book
Vinyl Banner Grommets	$0.50 each
Hand Edge Trimming	$1.00 per trim

FOLDING		
Booklet, Magazine Fold (Machine)		No Charge
Letter, Z-Fold, Tri Fold (Machine)	Per sheet	$ 0.02

STAPLING		
1 or 2 Staples	Machine	No Charge
1 or 2 Staples	Manual	$0.05 per

DRILLING		Per sheet
2 or 3 Hole, Comb or Coil Punch (Machine)		No Charge
Custom/Manual Drilling Set Up	$ 15.00	$ 0.05

CUTTING		Per Cut
SHEETS: 200 Index/400 Bond/500 NCR		$ 1.00
Minimum Charge		$ 1.00

PADDING		
Per Pad Printed 1-4 up on a page		$ 0.250
Per Pad Printed 6+ up on a page		$ 0.300
NCR Paper per sheet		$ 0.005

GRAPHICS & TYPESTTING LABOR RATE		
Per Hour		$50.00
Minimum Charge 1/2 hour		$25.00
Proof Corrections/Edits		$5.00

OVERSIZED POSTERS / BANNERS / DECALS	
Outdoor Vinyl Banners	Email lmckenna@husd.us
Oversized Glossy Posters	Email lmckenna@husd.us
Vinyl Die Cut Decals	Email lmckenna@husd.us

BUSINESS CARDS		
Box of 250		$25.00
Box of 500	Only	$35.00

SLIP SHEETS		
Per Sheet 20# Pastel	Recycled*	Free
Per Sheet 20# Pastel	New Paper	$0.04
ChipBoard		$0.10

LAMINATION		
Letter 8.5 x 11		$0.75
Legal 8.5 x 14		$0.85
Tabloid 11 x 17		$1.00
12 x 18 or Oversized		$ 2.00 sq ft

DISTRICT FORMS		
1/4 sheet 2 Part NCR	1000 sets	$56.00
1/2 sheet 4 Part NCR	250 sets	$64.75
ICE Red Cards Dual Lang	500 cards	$17.00
	1000 cards	$27.00
	2500 cards	$57.00
	5000 cards	$114.00

***Will be used first when available**

Last Update 6/1/2026 LKM

HUSD PRINT SHOP VACATION DAYS - NO PRODUCTION

2026

January

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

April

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

May

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

June

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

July

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

August

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

September

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

October

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

December

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2