



Friendswood I.S.D.
Print Shop Procedures Guide
2016-2017

A Message from the Print Shop Supervisor

First of all, I want to say thank you for what you do! It takes special people to prepare the students of today for a bright future tomorrow. And thank you for allowing myself and the staff of the FISD Print Shop to provide your printed materials.

The FISD Print Shop Procedures Guide is designed to provide District employees with information concerning the submission of items to be printed or reproduced. This manual is available on the District's website for your convenience. Your adherence to these procedures enables the Print Shop Staff to provide efficient, reliable printing services for all employees.

I encourage you to discuss your concerns about printing with me anytime and I welcome your suggestions on how we might better serve the employees of FISD.

I look forward to working with each of you this year.

Thanks so much for your cooperation and have a wonderful school year!

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GENERAL INSTRUCTIONS

1. Printing Request Forms

A printing request form must be completed for each job requested. You may put as many as four (4) jobs on one request. Give complete instructions. Jobs will be processed according to the instructions on the form. If the instructions are incomplete, the form will be returned to you for more information. ***Please note all unusual instructions in red ink.***

2. Priority Printing Requests

In case of an emergency, Principals may approve priority requests. **The form must be SIGNED by the Principal. Please do not abuse this privilege.** These requests must be **HAND-CARRIED** to the Print Shop and **PERSONALLY PICKED-UP** from the Print Shop. **If the request is not submitted before 4:00 p.m., the job may not be completed by the following morning.**

3. PTO's, Booster Clubs and Student Organizations

Printing by PTO's, Booster Clubs, and Student Organizations must be written on the job request form to eliminate confusion with District printing. Billing will be handled through the district administration's Finance Department.

4. Copy-Ready Originals

All items submitted for printing **must be copy-ready** and must be **thoroughly proofed prior to submission** to the Print Shop. **NOTE: Items will be printed exactly as submitted.**

Submit only clear, concise copies. If the copy quality is not acceptable, the copies will be returned to the requestor. The quality of a printed item diminishes over time as it is reproduced. If you submit poor quality items to the Print Shop, the result will be an even poorer quality product.

No torn, frayed, or undersized copies will be accepted. Make a new original if binder holes are torn. Onionskin is not accepted.

All copy-ready materials submitted for printing must be on **8 ½ x 11 or 8 ½ x 14 or 11 x 17 white paper. No odd sizes will be accepted. Items that are cut and pasted or taped will not be accepted.** Please make one good original on the school office copier before submitting to the Print Shop.

DO NOT submit copies or masters with pencil, purple or blue ink. They do not reproduce well.

Do not send magazines or books to the Print Shop. Make a copy of items first, then submit for printing. Cut off black edges from copy and make a full-sized original. NOTE: Black edges left on a copy, after only a few copies, will take the machine out of service for several hours.

REMEMBER: Always make and keep a copy of every item before submitting it for printing in case of loss or ruined copy!

5. Process Time

Printing services will be offered every day during the regular (five day) work week.

PLAN AHEAD! Allow at least five (5) working days for each job to be processed. Do not include weekends or holidays when determining due date. Do not turn in a job on Friday and expect it to be ready Monday morning. Also, allow extra time for delivery. Large jobs will require more than one week and the Print Shop employees must have adequate time to process the job. Every effort is made to process each job as soon as possible, and many times it only requires one day; however, that does not change the 5 day processing requirement. *Please remember: your job is not the only job in the Print Shop!*

Although you are encouraged to submit orders ahead, please specifically designate the date you require each item. Do not expect to have six weeks of printing done overnight. Be fair to your colleagues, otherwise, the Print Shop staff will be forced to make decisions on the priority of printing requests. The Print Shop processes print jobs for over 400 employees and takes pride in giving each job the time and attention it needs. Please give us ample time to process your printing requests by adhering to the five day rule.

Tests and classroom worksheets will be given priority over other printing jobs, but remember to designate that the item to be printed is a test or worksheet. Please do not label items as a test or worksheet to make it a priority item. Your request is important, but remember that there are many printing requests being submitted at the same time that are equally important.

Every effort is made to provide you with quality printing or copies, but if the copiers are down or producing inferior copy quality, please be patient. Bad or unreadable copies will not be returned to you.

6. Quantity Requested

Please coordinate print jobs with the teachers in your grade/department and check with your team leader before requesting copies. If other teachers in your department want the same item printed, it will save time if all can be printed at the same time.

7. Printing Pick-Up and Delivery Service

Printing requests are picked up from campuses by district mail service beginning at 8:30 a.m. each morning.

Completed printing jobs will be delivered to each campus before the start of school every day.

We encourage you to discuss your job requests with any of the Print Shop staff. The Print Shop is located at 400 Woodlawn, Suite B, in the Support Center building (next to the transportation department). The telephone number is 281-482-2696 or 281-996-6635. Please direct comments or compliments to Jaclyn King, the Print Shop Supervisor, jking@fisd12.net.

Print Shop Hours: 7:30 – 4:30 (Gates open at 7:00am and close at 5:00pm)

PRINTING REQUEST FORM INSTRUCTIONS

School/Department: Campus or department of person making request

Teacher: Name of person making request

Date: Date the form is completed by the person making request

Date Needed: Date the job is needed. Designate the due date for each job requested.

NOTE: You must allow at least five (5) working days (not including weekends, holidays or non-work days) for each job to be processed. Up to four jobs may be requested on one form. Some jobs will require longer than five days to process. The Print Shop staff will make that determination and notify you.

Quantity: List quantity needed for each page submitted.

Size: List size of paper required. For example: 8 ½ x 11 – Letter size or 8 ½ x 14 – Legal size. Designate other sizes as needed.

Color: **Color of paper - NOT ink.** Black ink will be used unless otherwise specified. Colored ink will only be used for specialty jobs. ***NOTE: Color ink jobs are more expensive.***

Job

Description: **Describe each item to be printed. Be brief, but as thorough as possible. If more than one job is submitted at one time, list instructions for each job.** This is important for future reference and recordkeeping.

Pad: Items of 50+ sheets may be padded (glued on one end) up to 8 ½ x 11 in size.

Drill:** Holes may be drilled upon request. Three holes are standard. *See note below***

Fold: Collated and/or stapled jobs may not be folded. Only single sheets may be folded.

Collate: Arrange pages in the sequence they are to be printed. Numbered pages will assure proper order.

Cut: We cannot cut anything smaller than 2 ½ inches.

Staple:** Jobs will not be stapled unless instructions are given to do so. *See note below***

Front Only: Designate if item is to be printed on one side only.

Front & Back: Designate if item is to be printed on front and back of each page.

Authorized

Signature: The person authorized to approve printing requests on your campus. They should also review each request to determine that complete instructions have been given.

****Note:*** **Either request that the item be drilled or stapled, but not both.** ***Reason:*** The item is automatically stapled by the copy machine. If the item is then drilled, the drill bit hits the staple and dulls the bit and breaks the staple.