

Birdville ISD

Print Shop



Betty Howe

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817-547-5741

Submit print requests to the following email:

adminprintshop@birdvilleschools.net

Services

- Printing/Copying
- Color printing
- Stapled booklets
- Binding

Please allow at least 48 hours for print jobs.

Larger jobs may require longer time. Delays may happen due to high volume or machine maintenance/repair.

Note: large jobs require you to proof the first copy. We can interoffice it to you, or you can proof it at the Print Shop. You will be charged for a proof copy. **For large jobs, you will be asked to supply boxes for delivery.**

Options

Print/Copy

- Original may be one or two sided
- Copy may be one or two sided

Paper size

- 8 ½ x 11 is what the print shop stocks

The print shop will not stock 8 ½ x 14, 11 x 17, or 12 x 18 paper. If you have jobs requiring those sizes, you will need to supply the paper for the print job.

Paper color

- White
- Blue
- Green
- Pink
- Yellow
- Goldenrod



We can print/copy on card stock. **HOWEVER**, you must supply the card stock. We do not keep it in inventory.

Finishing

Staples

You have a choice of where you want the staple:

- 1 staple top or bottom left corner
- 1 staple top or bottom right corner
- 2 staples on left edge
- 2 staples on right edge
- 2 staples top or bottom edge

This feature available on portrait and landscape copies.

Punched Holes

- 2 hole punched
- 3 hole punched

This feature is available on top or side of documents.

Binding

- Clear plastic front cover with black backing
- 1/16, 1/8, 1/4, 1/2, 3/8 are the sizes we carry
- 15 to 120 sheets
- If binding cardstock, 7 to 60 sheets

Offset

This is a way of offsetting your copies for easier sorting.



NOTE: A paper insert can be added for an additional cost.

COST SHEET

NOTE: COST BELOW IS FOR ESTIMATE ONLY!

Actual cost will vary based on monthly copy job volume

Paper

- 8 ½ x 11 \$0.0050/sheet

Copies

- \$0.003 per click (i.e. one sided is \$0.03, two sided is \$0.03 x 2 or \$0.06)
- Color copies are \$0.06 per click
- 8 ½ x 14 or 11 x 17 paper will count as **2 clicks**

Booklets

- No additional cost
- When making a booklet, you must send your originals as a portrait setup on 8 ½ x 11 paper, full page printing. The new machine will not take a landscape setup or columns.

Binding

- \$0.94 per binder for 1/16, 1/8, ¼
- \$1.09 per binder for ½, 3/8
- If only binding your copies, \$0.95/\$1.10 per binder

Print Requests

Submit your requests through this link: [website](#).

- Sign in with your network ID and password
- Click on “Request” on the left side

If you do not see “Request”, contact Patrice Morrison at:

helen.duong@birdvilleschools.net

Please complete the entire print request form including options, number of sheets, budget code, etc.

After submitting the request, print the ticket. To access the ticket, click on “Ticket” from the main menu.

- Ticket must be included in print materials submitted to the print shop.

Submit original materials “copy ready” through interoffice mail or email (Word, Excel or PDF formats only).

- Documents must be clear. The printer can’t copy what it does not see.
- No staples
- No spiral holes
- No books-individual sheets only
- No torn or wrinkled sheets
- Numbering your originals helps in case machine jams or spits out original. (You can lightly pencil a page number on the back of the originals and the printer will not pick it up.)
- Permission from publisher is required for copyrighted materials.
- One and two sided options.
 - The first number is the format of the original, and the second number is the format of the copy. (Ex. My original is one sided, but I want the copies to be two sided. Then select 1 to 2)

Questions???

Questions? Special requests? Just ask!! We will make our best efforts to help you with your publications. Call Betty Howe at 817-547-5741.