

# Print Shop Look-Book

Samples of Print Shop capabilities

Please contact the Print Shop for any  
print media job

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314-415-8240



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# Print Shop

363 North Woods Mill Rd.  
Chesterfield, MO 63017

(314) 415-82540



The District Print Shop is here to handle the printing needs of schools, as well as the administration and support staff. We also provide print options for Parkway PTO groups, as well as other miscellaneous groups and organizations associated with the Parkway School District.

All print and copy requests must comply with all federal, state, and local copyright laws and must be in compliance with school board policies pertaining to copyrighted materials. It is the responsibility of the requestor to ensure full compliance. Any print request which is completed and submitted will serve as full acknowledgment of the requester, that the request is in full compliance of all applicable laws, rules, and policies.

**Parkway Schools and offices should check with the Print Shop prior to outsourcing any job. Please call the Print Shop at (314) 415-8240 with any questions.**

This list is a sampling of available print jobs:

- Banners
- General Black & White and Color Copies
- Brochures & Business Cards
- Certificates, Envelopes, Form
- Hang Tags, Magnets, & Notebooks
- Note Cards & Notepads
- Posters & Programs & Booklets
- Stationery & Stickers
- Tickets, Window Clings, & Yard Signs

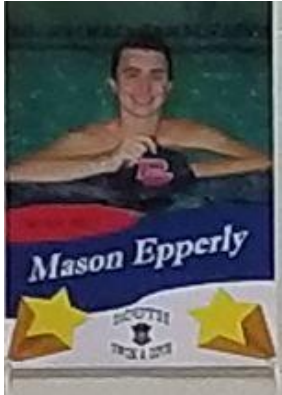
**Placing an Order** - To place an order, simply fill out the [Print Request Form](#), or [Business Card Form](#). Include your name, building, phone number, account code, job description, date required, and amount of copies requested.

For groups that don't have an account code, please call the Print Shop at 415-8240 to discuss your job, when you need it by, and how payment will be completed. Please note that payment is due upon delivery. Payment options are a district account code, cash, or check. We are unable to accept credit cards.

# Banners

Below are some banners that the Print Shop has done previously to use as cost estimates.

(Pricing: starting @ \$4/ banner based on size, material, grommets & ink usage)



## Senior Banner: - \$20.00

- 24 x 36"
- Scrim Vinyl
- Waterproof



## Spot Light Banner: - \$20.00

- 24 x 36"
- Scrim Vinyl
- Water proof



## Mesh banner - \$4.31

- 24 x 24"

**Thank you Teachers & Staff**  
*Because of you, amazing things happen here!*



## **Appreciation banner - \$33.10**

- 2' x 10'

# Black & White and Color Printing

**Types of Copy Paper**\* - Copy Paper, Cardstock, Glossy, High Gloss, Matte, Linen

**Paper Color Options**\* -

Red

Buff

Blue

Pink

Yellow

Green

Goldenrod

Orchid

\*Other paper types and colors are available upon request.

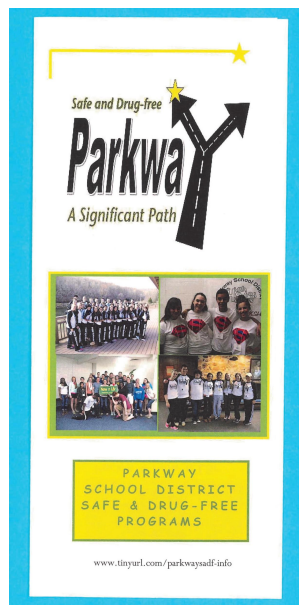
**Large Format Print Material** - Glossy, Matte, Scrim Vinyl, Water Resistant Satin Cloth, Removable Adhesive Material, Graflex 70/30 Banner Material (Mesh)

## **Sizes**

Copier - 8.5 x 11, 8.5 x 14, 11 x 17, 13 x 19

Large Format Printer - up to 64"

# Brochures



## Pricing:

- starting @ \$0.15 / 8.5 x 11 sheet of 20# paper
- pricing varies depending on type of material, size and amount of color printing

## Fold options:

Bi-fold



Tri-fold



Z-fold



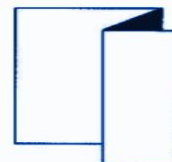
Quarter-fold



Gate-fold



Fold-out



# Business Cards

## Front options:



## Pricing:

- \$9 box of 250 cards
- \$18 box of 500 cards
- Available in glossy or matte finish

## Back options:





# Certificates



## Pricing:

- starting at \$0.04/ sheet for 20# letter size paper
- pricing varies depending on type of material, size, and amount of color printing

# Envelopes

## Pricing:

- \$25.00 per box of 500 (with or without window)
- Available with or w/o return address



# Forms (Carbonless)

## Pricing:

- \$0.032 per sheet for 8 1/2 x 11"

## Available in:

- 2-part
- 3-part
- 4-part

## Cut to size:

- 1/4 cut
- 1/2 cut
- 1/3 cut

# Hang Tags



## Pricing:

- starting @ \$0.40 per tag
- Pricing varies depending on type of paper and amount of color printing

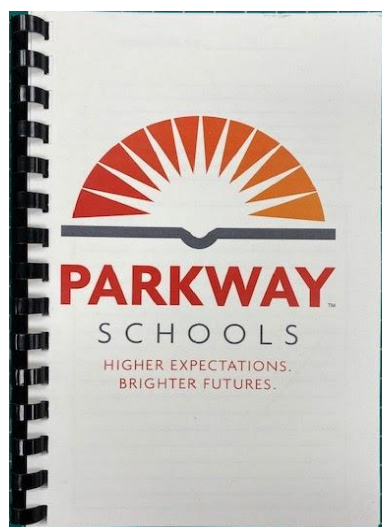
# Magnets



## Pricing:

- starting @ \$0.50 for 3" x 3"
- pricing varies depending on size and amount of color printing

# Notebooks



## Pricing:

- starting at \$0.50 per book for 50 pages B&W
- pricing varies depending on number of pages, type of paper, and amount of color printing

## Binding Options:

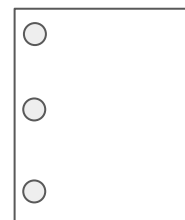
Coil



Comb

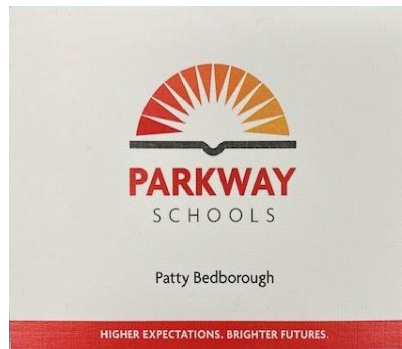
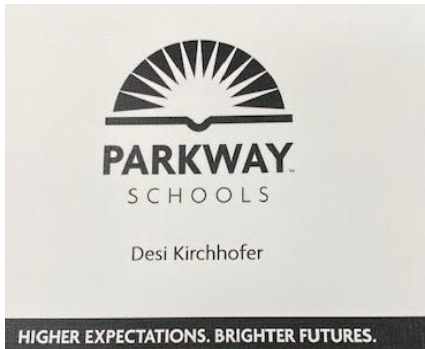


3 Hole Punch





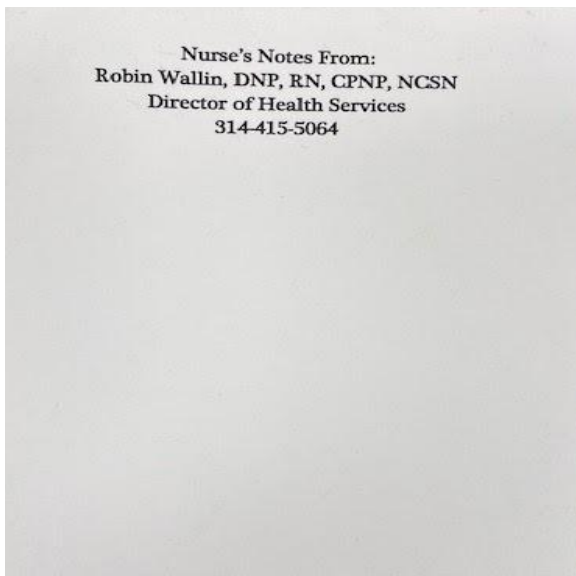
# Note Cards



## Pricing:

- \$5 per 100 B&W
- \$10 per 100 Color

# Notepads

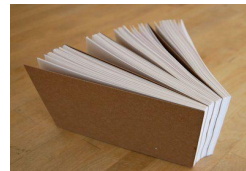


## Pricing:

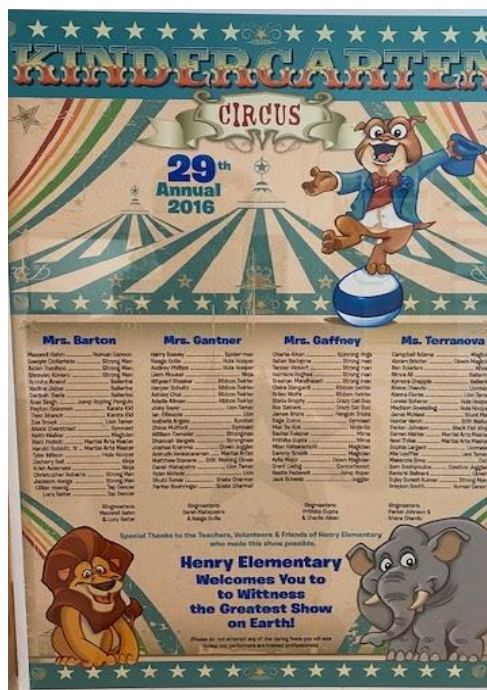
- starting @ \$0.30/pad of 50 Sheets B&W for 4" x 5"
- pricing will vary depending on material, size and amount of color printing

## Binding:

Padding compound



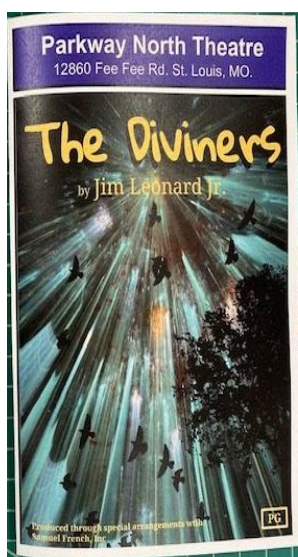
# Posters



## Pricing:

- starting @ \$0.25 / 11" x 17" sheet of 20# paper
- pricing varies depending on type of material, size, and amount of color printing

# Programs & Booklets



## Pricing:

- starting @ \$0.10 per program
- pricing will vary depending on size and amount of color printing

2 in center



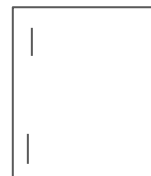
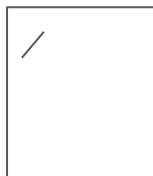
## Staple options:

Slant

Vertical

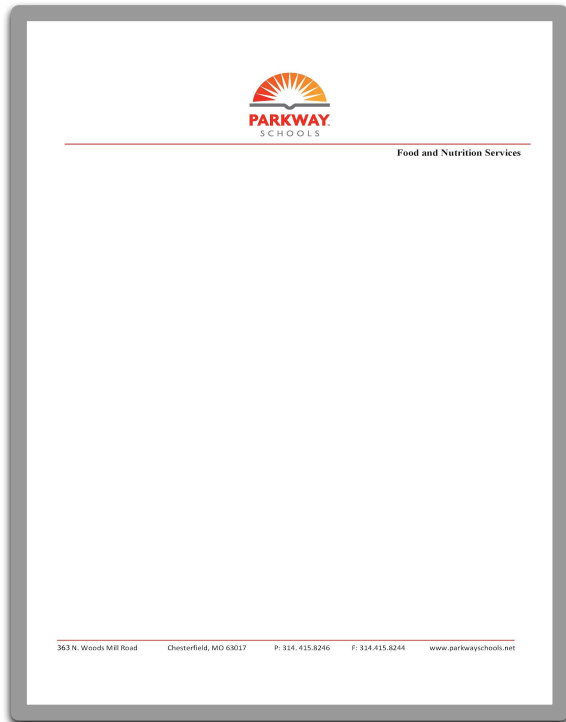
Horizontal

2 on side/top



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# Stationery



## Pricing:

- \$4.00 per box of 250 B&W
- \$12.50 per box of 250 Color

## Type of Paper:

- Multipurpose copy paper
- Watermark
- Watermark Linen

# Stickers



## Floor stickers:

- Starting at \$1.00 for 12 x 12"
- Pricing will vary depending on size and amount of color printing



## Small stickers/labels:

- starting @\$0.25 per sticker for a 3" x 3"
- price will vary depending on size and amount of color printing



## Bumper stickers:

- starting @\$6 per 10 stickers (6" x 3")
- pricing varies depending on size and amount of color printing

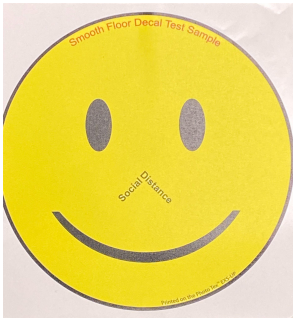
# Tickets



## Pricing:

- starting @ \$0.05/ 8.5x11 sheet
- pricing varies depending on type of material, size, and amount of color printing

# Window Clings



## Pricing:

- starting @ \$0.25 for 3" x 3"
- pricing varies depending on size and amount of color printing

# Yard Signs



## Pricing:

- starting @ \$7.00 per sign
- pricing varies depending on single or double sided and amount of color printing