Print Shop Look-Book

Samples of Print Shop capabilities

Please contact the Print Shop for any print media job

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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 <u>Print Request Form</u>. or <u>Business Card Form</u> 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



<u> Mesh banner - \$4.31</u>

• 24 x 24"



Appreciation banner - \$33.10

• 2' x 10'



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



*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)

<u>Sizes</u>

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:



Business Cards

Front options:





455 North Woods Mill Road, Chesterfield, MO 63017 P:314.415.8077 F:31 . E: gsmith@parkwayschools.net

Pricing:

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

Back options:





Certificates

Parkway Mest High School Certificate of Award	
has eaxned special recognition and is awarded this certificate for	
Given this day of	

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

PARKWAY ECHOOLS 760 Woods Mill Road Ballwin, MO 63011			
Return Service Requested			
Return Service requested			

Forms (Carbonless)

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Pricing:

• \$0.032 per sheet for 8 1/2 x 11"

Available in:

- Cut to size: ● ¼ cut
- 2-part 3-part
- ½ cut
- 4-part
- 1/2 Cut
 1/3 Cut
- PARKWAY SCHOOLS

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:



Comb



3 Hole Punch



Note Cards



Pricing:

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

Notepads

Nurse's Notes From: Robin Wallin, DNP, RN, CPNP, NCSN Director of Health Services 314-415-5064

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

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Pricing:

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

Staple options:









2 in center

2 on side/top





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

