

LAMAR CISD

2024-2025

GRAPHIC ARTS

PRINT SHOP

BROCHURE V. 9.0



TABLE OF CONTENTS

PRINT SHOP HOURS	3
DIGITAL STOREFRONT FEATURES	4 - 5
WHAT'S AVAILABLE AT GAPS	6 - 7
GAPS INSIGHTS	8
LOGOS	9
PLACING YOUR ORDER	10
TOP 5 MOST COMMON ERRORS	12
OUR GUIDELINES	
MAGAZINE & BOOKLET SUBMISSION GUIDELINES	15
SIZE CHARTS	18
OUR TEAM	
BLACK AND WHITE COPY CENTER	21
COLOR & LARGE FORMAT COPY CENTER	22
GRAPHIC DESIGN TEAM	23
MAIL CENTER	24
OUR MEDIA	
COLOR MEDIA	27
THINGS TO REMEMBER	29



“There is nothing more difficult to take in hand, more perilous to conduct, or more uncertain in its success, than to take the lead in the introduction of a new order of things.”

_Niccolò Machiavelli

PRINT SHOP HOURS



Regular School Year

August – May
Monday – Friday
8am – 4:30pm

Summer Schedule

June – July
Monday – Thursday
7:30am – 5:30pm

Standard Jobs: 2 - 5 days

All orders will be printed in the order received.

Specialty Jobs: 5 – 10 days

turnaround time depends on job complexity and workload

Rush Jobs

all rush orders must be pre approved. Please contact GAPS with request prior to submitting order to verify ability to process. No fee will be charged if request is oreapproved.

Please note, turn-around times do not include weekends, holidays, or non-district business days. These turn-around times are standard, however they may be affected by peak season requests, i.e. beginning and end of semesters.

Jobs requiring design and layout will require additional time.

All print orders will be delivered by distribution once daily to campus via inter-campus mail unless specified otherwise in work order.

Busy Seasons

April and November are the busiest months at GAPS due to Graduation and winter break. Due to continued growth in the District, Graphic Arts will send out a reminder email. Please make sure to submit jobs accordingly.

Please visit us

<https://lcisd.org> | [community](#) | [graphic-arts](#)

DIGITAL STOREFRONT FEATURES

Web Based Solution

Available wherever internet access is available. No district computer required

Graphic vs Text based Interface (WYSIWYG) Environment
What you see is what you get! Preview of job on screen

Powerful Search tool

Budget Display

Most current Balance always displayed. Munis Balance behind a month



↓ EFI PrintMessenger ◀ Graphic Arts: \$ 4950.00

Cost Estimates

Obtain the cost of your job prior to submitting

User Profiles

Access to account usage, saved jobs and files and order history

Order history & Re-Ordering

Lists all jobs placed, order#, Status, including links to previous orders placed

Status updates

provided via email at each stage of the process. Check your junk mail or clutter inbox

DIGITAL STOREFRONT FEATURES

Digital file submission

All jobs require a digital file to be submitted with your job. Jobs **cannot** be processed without attached file.

Organized by Categories

All categories are designed to simplify order process.
District/Department Forms, Printing, etc.

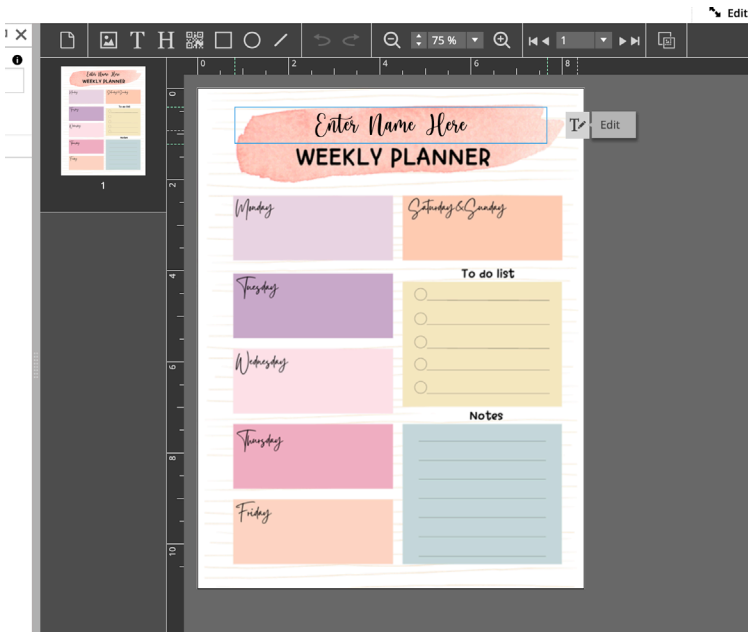
Store Items are designed to simplify ordering process.
Order options are limited to what is relevant to specific item only

Order history control & re-ordering.

The order history is your individual control center. You have access to your personal order history and can check your job status at any time. You also have ability to save files and jobs for easy access.

Editable Smartcanvas Templates

with editable templates, you control the information.



WHAT'S AVAILABLE AT GAPS

Printing

B&W Copies
Bookmarks
Brochures
Calendars_Flip
Cards_Flat
Cards_Folded
Certificates
Color Copies
Color Copies_Posters
Copies_Legal
Custom Pads
Door Hangers
GBC Bound Books
Labels & Stickers
Magazines

Name Tags
NCR Forms
One-Fold
Personalized Stationary
- Business Cards
- Letterhead
- Envelopes
Programs/Booklets
- Half size
- Full size
School Bucks
Tickets_Custom

Large Format

A-Frames
Banners

Canvas Prints
Posters
Retractable Backdrops
Retractable Stands
- Banner Stands
- Signature Stands
- Utility Stands
Wallpaper
Window Signage
Yard Signs

Promotional Items

Acrylic Prints
Buttons
Framed Canvas Prints
Golf Balls

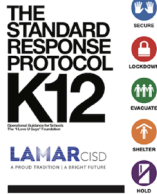
Mouse Pads
UVC Decals
Wood Panels

District Items

Bulk mail envelopes
Business cards
Business Reply envelopes
District Letterhead
District Signage
District Stationary
Receipt books

SRP Posters and Guides

Located in District/Department Forms Category.



Variable Printing Capabilities

To the Parents of:	Name	Address	City	State	Zip Code
--------------------	------	---------	------	-------	----------

Excel file must be attached with job (.xlsx or .csv)

LCISD Graphic Arts Intranet Page

includes documents and contact information

Link to Digital Storefront

<https://www.lcisd.org> | [community](#) | [graphic-arts](#)

District Business Cards



Enter Name Here
Enter Title Here

Tel: 832.223.XXXX

Fax: 832.223.XXXX

Email@LCISD.org

www.LCISD.org

School / Campus name

Address - City, Texas XXXXX

WHAT'S AVAILABLE AT GAPS



Door Hangers

New synthetic media available upon request. Based on vendor availability. Upcharge added.



Label Printing

Peel off labels. Contact Graphic Arts for design options before ordering. www.avery.com/templates
Available in the following shapes



Rectangular
Labels



Circular
Labels



Oval
Labels



Square
Labels



Bookmarks

Available in Regular 2 x 6 and Custom sizes. Contact Graphic Arts for design options before ordering.



School Bucks

Mini: 1.75 x 4.25 and
Regular: 2.5 x 5

Contact Graphic Arts for design before ordering.

UV Unlimited

Coming Soon. GAPS can Print decals to a glued surface which then can be transferred to material of your choice; Wood, glass, metal or any other material you can think of.

Design guidelines must be followed. GAPS is not responsible for transferring.



GAPS INSIGHTS

What can Graphic Arts do for you?

Design & Printing Services

All jobs must be designed and approved before orders are submitted.

Navigating Digital Storefront

Categories and Items

Differences between items

Placing orders

Choosing Options

Understanding the interface

How to attach Copyright forms to a job

Editing a placed order

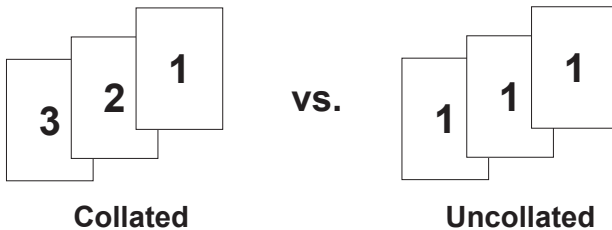
Customizing orders

Managing Special Pages

Formatting Documents

Editable Templates

Difference between Collate and Do Don't Collate



LOGOS

Logo Refresh/Update Process

- Request must be initiated by Campus Principal.
- Communications will review and discuss ideas w/ Principal
- Once approved, Campus Principal turns over to PTO or designee to review options, run surveys etc.
- Campus Principal approves Final design option and request is submitted to Graphic Arts.
- Graphic Arts will provide “sketches” and Campus Principal will give approval on Final option selected
- Graphic arts will develop preferred logo and generate vector file
- Final Board Approval may be required

Logo Use Policy

For all outside vendors, a Logo use form needs to be filled out and approved prior to Graphic Arts releasing the logos.

Vector files cannot be released to vendors without the approval. Logo use form is located @

lcisd.org | [Community](#) | [Graphic Arts](#)

Logo Forms


Need your Campus Logo refreshed or updated? No problem.

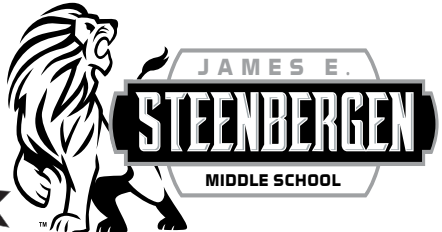
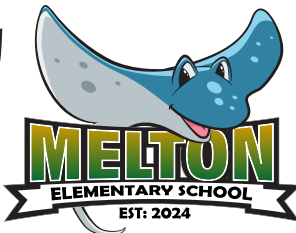
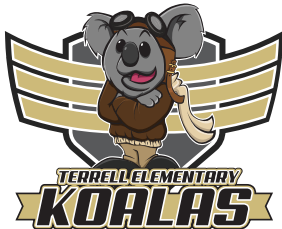
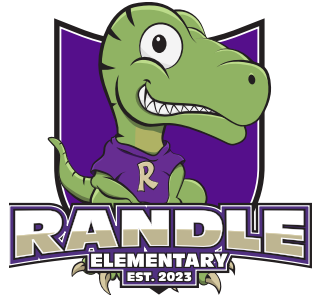
Start by filling out the Logo Refresh/Update Form. All Logo refresh requests MUST be initiated and approved by Campus Principal. Once form is filled out, please send to Communications.

If you simply need to share your logo with an outside vendor, fill out the Logo use form below and send to Director of Community Relations for approval. Once approved, Graphic Arts will release logo.

 [Logo Use & Trademark Policy](#)

 [Logo Refresh/Update Form](#)

 [Logo Use Form - REVISED 07.12.23](#)



PLACING YOUR ORDER

1

Sign in

(Users must be signed in to see all categories and to place orders)

2

Find Category and Select Item

All jobs must be entered under the proper Category and item.

Please note: All Large Format items such as Banners, Posters, Yard signs must be designed by our Graphic team before submitting. Please contact Graphic Arts prior to ordering

3

Attach Digital File

(Attach Copyright under Approvall options if required.) Always attach digital file (word, excel, publisher, etc.) File must include all pages needed and must be formatted correctly prior to entering order.

4

Enter Job Name and Quantity

Enter an appropriate job name and always enter the number of copies required in the Quantity box

5

Select Print & Finish Options

Check all Print & Finishing options required before submitting work order

PLACING YOUR ORDER

6

Preview Job and Review Price

Visually check all pages of your jobs with the on-screen preview. Verify price before submitting order. Note: If you do not see a price, something is wrong. Adjust options or Contact Graphic arts. Do not Proceed!

7

Agreement when submitting job

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

✓ I Agree

8

Review Job and Proceed to Checkout

If required to select the requested date, select the highlighted day to avoid Rush Fee

9

Proceed to Payment

Cost Center is already entered based on your account information

10

Place my Order

Once order is placed you will see your order receipt

Order Confirmation



Shipping



Payment

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order #
10726

Status:
User approved
As of 10/21/2021 12:25:27 PM CDT

Order Date: 10/21/2021 12:25:26 PM CDT
Due Date: 11/2/2021 8:00:00 AM CDT

TOP 5 MOST COMMON ERRORS

1

Wrong Category and/or product selected

It is important that the printed product is entered in the proper Category and the proper Product item is chosen. Since each Product has been designed with specific options that are relevant to what is being ordered ordering should be much more streamlined.

2

All options are not chosen

Choosing the options is critical as the job will print based on which options are selected. While adding notes is great, it should not be a substitute for selecting all the options.

The screenshot shows a software interface for ordering GBC Bound Books. On the left, there are several sections of options: 'Files' (with an 'Add files' button), 'Job Name', 'Quantity' and 'Pages' (with a dropdown for '1'), 'Print Options' (including 'Media/Bond White GBC', 'Final Width and Height', 'Color or B&W', 'Duplex', 'Orientation', 'Scale', and 'Bull'), 'Finishing Options' (including 'Perforating'), and 'Approval Options' (including 'Approval Document', 'Special Pages', and 'Special Instructions'). At the bottom left, a pricing summary shows 'Unit Price \$0.00' and 'Total Price \$0.75'. On the right, a preview of a book cover is shown with the title 'LAMAR CISD Elementary Language Enrichment EXPLORING NATIONAL PARKS'. Below the preview are 'Save' and 'Add to Cart' buttons. A 'Zoom' control is also visible. Annotations with arrows point to various parts of the interface: 'Files (attach your digital file here)', 'Job Name', 'Quantity & Pages (pages are automatically populated when file is attached)', 'Print Options (changes to these options are universal and affect "ALL" pages)', 'Final width and Height (provide final print size)', 'Finishing Options (changes to these options are universal and affect "ALL" pages)', 'Approval Options (special pages allows you to individually adjust special settings)', 'Pricing (review price before submitting)', 'Pages (scroll through pages)', and 'Save / Add to Cart'. A red callout box on the right says 'Preview (always review all pages before adding to the cart)'. Another red callout box at the bottom says 'Always remember: WYSIWYG What you see is what you get!'.

Please note that adding special instructions is not a substitute for selecting all the options.

All Options must be selected

TOP 5 MOST COMMON ERRORS

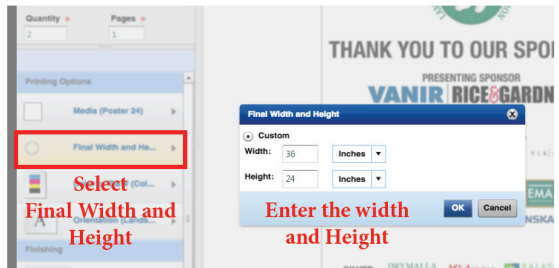
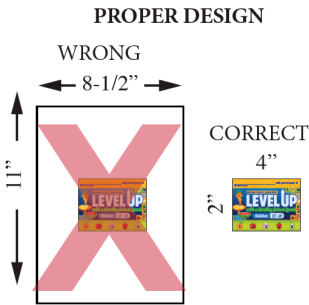
3

Jobs are not designed to Final Print Size and/or final height and width are not entered

“All” print jobs must be designed to the Final Print size!

This means if you are preparing a card that is 2 inches by 4 inches when cut, then the file you create for your card must be that size. For example, the card can't simply be placed on an 8-1/2" x11" sheet.

In addition, to ensure accurate pricing and proper cutting, it is essential that the Final Width and Height be entered.



In addition, make sure that Orientation is set correctly.

4

Images scanned are not High Resolution

Unless scanned to a higher resolution the outcome of your print may suffer. For best results scan images to at least 300 dpi, Furthermore, Avoid scanning copies of copies.

If possible, using the original file or recreating an original would be preferred.

5

Jobs not reviewed prior to submittal (WYSIWYG)

Do not submit order if anything looks off. What you see in your preview is what will print. While DSF includes a preview of your job, it is important that the preview represents what you need printed before submitting the work order.

For example, If you want your document on yellow paper, your preview should show Yellow paper.

OUR
GUIDELINES

MAGAZINE & BOOKLET SUBMISSION GUIDELINES

Graphic Arts can help you design your jobs for you. Some things to keep in mind when submitting information for our Designers.

BUSY SEASON (April and November) - all jobs must be submitted to Graphic Arts by first week of the month or as directed by Graphic Arts. Jobs must be submitted no later than the end of the work day. Jobs submitted after workday is completed require pre approval by graphic arts.

Graduation Printing is a priority in the month of May, all other jobs required for the end of the school year must be submitted and "Ready to print" by required due date in order to ensure job gets printed. Graduation Printing will take precedent.

TEXT INFORMATION - Provide all text information to our designers in either, WORD, EXCEL OR via EMAIL. Designers must be able to copy and paste your text into our templates.

IMAGES/PHOTOS - Everything will be printed in Color if it is provided in color. All images and photos must be submitted in JPG, PNG or TIFF format. Preferably, all images would be submitted as High Resolution, 300 DPI or greater so that image quality does not suffer when printing. If images are copyrighted a release form must be provided to our designers for Graphic Arts to use.

"NO WORD" - Sending a photo as part of a word file is a no no. Word compresses the image, which in turns reduces the quality and thus reduces the quality of the print job. Please DO NOT submit photos or images in Word!

SEPARATE INFO - Please avoid sending photos and verbiage together in one file unless it is created in Photoshop, in-Design or Illustrator. We do not accept Publisher files. Separating file info allows our designers to select the images and text separating so that information can be controlled and edited individually. This allows our designers to setup the files much quicker.

Organize photos in folders and name them so that our designers can locate images quickly.

PAGE MINIMUMS AND MAXIMUMS - All programs must be laid out in multiples of 4. If there are less than 4 pages a blank page must be inserted to replace the missing pages. Our copiers have a 60 page maximum on anything required saddle stitch(two staples on the crease). Please note, anything over 60 pages will need to be printed as a Bound GBC booklet.

MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

INFORM BUSINESSES - Please remind businesses who are submitting ads to provide a High Res Digital file. Print outs or scans are not recommended as the quality of the print will suffer. Please note, our team will not rebuild logos. Please make sure to get a quality logo from the business.

SUBMITTING ART WORK TO DESIGNERS - Please submit all your information to either: John.Garrou@lcisd.org or Juliana.Vela@lcisd.org. In addition, please copy. jcarmona@lcisd.org. Future Digital Submittal form will be developed.

If there are multiple images or photos, you have the following options.

- Place files on a Flash Drive. Send to Graphic Arts attention John Garrou
- Compress folders with images and submit via email.

REVIEW JOB – Before submitting the work order, verify that you have reviewed your document and it is good to print. Please inform your in-house approver so that orders may be approved. Jobs will not be printed without approval.

SUBMITTING WORK ORDER – All orders must be submitted via digital storefront by the appropriate due date. A 10 Day turnaround is required for all print jobs from the time the job is completed and “READY TO PRINT”

**When our design team completes your job they will provide you with the “READY TO PRINT” PDF File.
You will use this file to place your work order.**

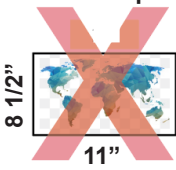
Please DO NOT place a work order until your file is completed and Ready to Print.

All jobs will be printed based on due date.

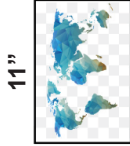
MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

Programs, Magazines and booklets must be laid out as individual pages in multiples of 4 (20, 24, 28...). Magazines / Booklets are only available in Full Size and Half size. All pages must be oriented Portrait and must not exceed 60 pages. Magazines are printed on Silk Text media. Any document that does not follow these guidelines will need to be corrected prior to submitting a work order.

Wrong Landscape

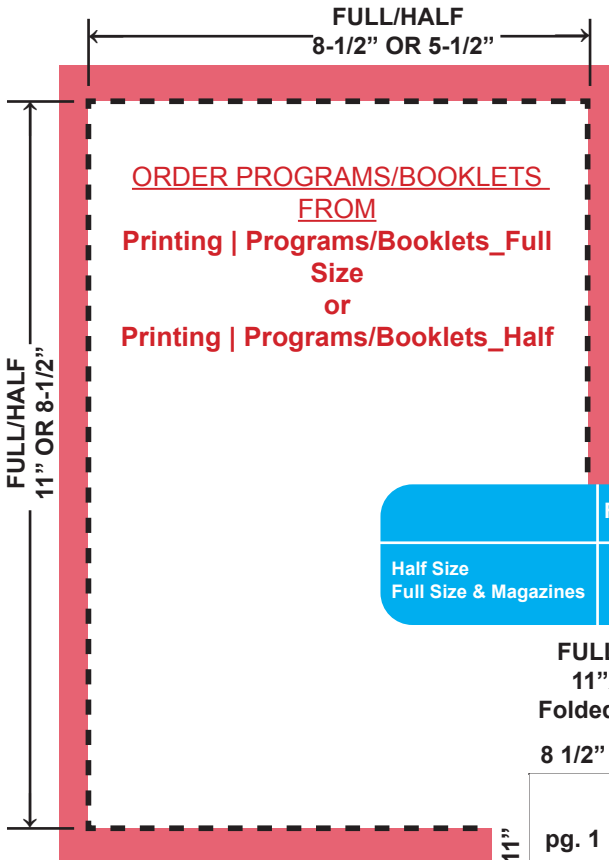


Correct Portrait 8 1/2"



Graphic Arts will design your programs for you!

Jorge Carmona: JCarmona@LCISD.org
 John Garrou: John.Garrou@LCISD.org
 Juliana Vela: Juliana.Vela@LCISD.org



Red area indicates Bleed extents. All bleed information must reach this line in order to print Full bleed.

Black area indicates the 1/4" Trim margin. Text or information that you need visible should not exceed this line. This is where document will be trimmed.

White area is the for the main Document information.

	Final Program Size	Actual Page Layout size
Half Size Full Size & Magazines	8.5x11 Folded in Half	8.5 x 5.5" 11" x 8.5"

FULL SIZE 11"X17" Folded in Half		HALF SIZE 8 1/2" X 11" Folded in Half	
8 1/2"	8 1/2"	5 1/2"	5 1/2"

8 1/2"	pg. 1	pg. 2

8 1/2"	pg. 1	pg. 2

SIZE CHARTS

BANNERS & POSTERS

TYPE	DIMENSIONS (INCHES)	NOTES
SMALL	18" x 24"	Various media types available. \$3.00psf
MEDIUM	24" - 36" x	
LARGE	42" - 60" x	

BOOKMARKS

TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	2" X 6"	Contact Graphic Arts
CUSTOM	?	

COLOR COPIES POSTERS

TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	11" X 17"	Full bleed requires setup. Contact Graphic Arts
LARGE	12" X 18"	

CUSTOM PADS

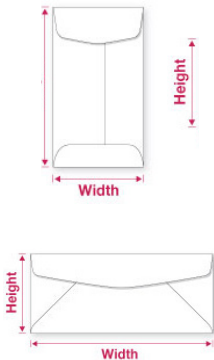
TYPE	DIMENSIONS (INCHES)	NOTES
SMALL	4.25" X 5.5"	Pads of 50
MEDIUM	5.5" X 8.5"	
LARGE	8.5" X 11"	

DOOR HANGERS

TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	4.25" X 11"	Synthetic Per request only
SYNTHETIC		

ENVELOPES

Type & Envelope Size	Document size	COLORS/FINISHES
A2 - H 4 3/8" X W 5 3/4"	Designed to fit envelope	White
A6 - H 4 3/4" X W 6 1/2"	Designed to fit envelope	Ivory
A7 - H 5 1/4" X W 7 1/4"	Designed to fit envelope	Sand
A8 - H 5 1/2" X W 8 1/8"	Designed to fit envelope	Linen
A9 - H 5 3/4" X W 8 3/4"	Designed to fit envelope	White
CATALOG CRAFT 6"x9"	Designed to fit	White & Brown
CATALOG CRAFT 9"x12"	Designed to fit	Brown Only
CATALOG CRAFT 6 1/2" x 9 1/2"	Designed to fit	White Only
REGULAR #9 - 3 7/8" X 8 7/8"	Designed to fit	White & White w/window
REGULAR #10 - 4 1/8" X 9 1/2"	Designed to fit	Linen



SIZE CHARTS

LABELS		
TYPE	DIMENSIONS (INCHES)	NOTES
Various shapes	Various sizes	Contact Graphic Art
LARGE FORMAT W / DISPLAY STAND		
TYPE	DIMENSIONS (INCHES)	NOTES
TABLE TOP	11" X 17"	Available by request only. Includes Display stand & carrying case
UTILITY STAND	24" X 36"	
FLOOR STAND	33 1/2" X 88"	Includes Display stand
POST CARDS		
TYPE	DIMENSIONS (INCHES)	NOTES
FLAT	5 1/2" X 8 1/2"	Designed to size. Refer to envelope size
FOLDED	DIMENSIONS VARY	
SCHOOL BUCKS		
MINI	1.75" X 4.25"	Available on color media. Please contact Graphic Arts
REGULAR	2.5" X 5"	
TICKETS		
TYPE	DIMENSIONS (INCHES)	NOTES
EVENT	1 3/4" X 5 1/2"	Numbering & Perf available
PROM	2 3/4" X 5 1/2"	
CUSTOM	?	
YARD SIGNS		
TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	18" X 24"	includes frame

All items must be designed to Department Guidelines prior to submitting order in DSF. Please contact Graphic Arts for design assistance.

Our Graphic Arts team will Design and layout your jobs at NO COST!!!!

Please contact
Jorge Carmona: jcarmona@LCISD.org
John Garrou: john.garrou@LCISD.org
Juliana Vela: Juliana.Vela@LCISD.org

OUR

TEAM

BLACK AND WHITE COPY CENTER

Please note, the 2024-25 school year will be the last year GAPS provides B&W Only services. Starting 2025-26 GAPS will be going Color. While B&W will still be available, the cost will be a little higher than what is currently offered under B&W only.



Jacquelyn Cobbin
832.223.0339

High speed B&W Copiers up to 11 x 17 – 320 PPM

Backup Copier – 140 PPM

Click charge \$0.0032 per click + Cost of media

In-line Capabilities

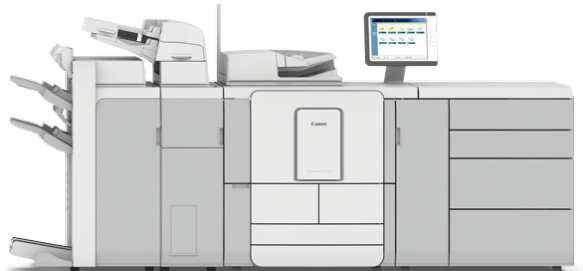
Booklet Maker, GBC and 3-hole Punch

Booklet Maker can print up to 220-page book

Electronic File + Copyright form must be attached with all jobs



*Ultra+ imagePRESS 6320 w/
Plockmatic BLM550+*



VarioPrint DP140

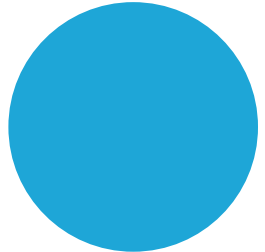
COLOR & LARGE FORMAT COPY CENTER



Jerry Gania
832.223.0336



Greg Mikes
832.223.0338



T.B.D.
832.223.XXXX

2 High speed Color Copiers up to 12 x 18 – 110 PPM

Click charge \$0.45 per click + Cost of media

Dedicated Envelope Printer up to 9 x 12 Envelopes

Large Format Color Printer: Colorado 1650

Prints Posters, Banners, Yard Signs and much more. Prints up to 54" wide and length of roll. cost \$3.00 Per SF + extras. Foam core mounting available in certain sizes

Display stands



Xante X-55

Available by Request
only Table Top Stand: 11x17
Utility Stand: 24x36
Floor Stand (33 1/2" x 88")
Stand Backdrop (60"x96")



Xante X-33



Canon 10010vp



Colorado 1650

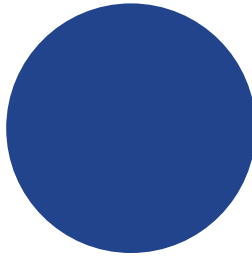


Xante EN/Press

GRAPHIC DESIGN TEAM



John Garrou
832.223.0336



T.B.D.
832.223.0347



Juliana Vela
832.223.0603

Graphic Arts offers Professional quality design solutions at **NO COST**. Designers will create brochures, booklets, logos, postcards and more. All images, logos and clipart provided to designers must have copyright approval. Please provide source image when possible.

All text and graphics must be provided to Graphic Arts Word, Excel, or PDF. Please spell check prior to sending

Design work is done on both Mac's and PC please submit all elements to the designers.(i.e pictures for brochures, clip art you want to incorporate and all text) Note: Graphic Arts is not responsible for any spelling errors.



PLEASE NOTE, ALL ITEMS CREATED USING CANVA MUST BE GENERATED PER GRAPHIC ARTS GUIDELINES AND DESIGNED TO FINAL SIZE NEEDED.

PLEASE CONTACT GRAPHIC ARTS FOR ASSISTANCE.

MAIL CENTER



Misty Wiegand
832.223.0340

LAMARCISD
A PROUD TRADITION | A BRIGHT FUTURE

LCISD MAIL CENTER
 4901 AVE I
 Rosenberg, TX 77471-3465

Tracking
 Invoice
 Return for Information

MAIL WORK ORDER

Campus: _____ Date: _____
 Originator: _____ Phone: _____
 Email: _____ Department to be billed: _____
 Is dated material enclosed? YES NO

SEND MAIL

INVOICE INFORMATION

LETTERS _____ PIECES _____ Number of pieces: _____ Letters _____
 FLATS _____ PIECES _____ Flats _____
 PACKAGES _____ PIECES _____ Pkgs _____
 CERTIFIED/RETURN RECEIPT _____ PIECES _____ Priority _____
 PRIORITY _____ PIECES _____
 OTHER _____ PIECES _____

OTHER MAIL CENTER SERVICES OFFERED

[Folding](#) [Inserting](#) [Packing/Mailing](#) [Print Addresses onto Envelopes](#)

CALL THE MAIL CENTER IF YOU HAVE MAIL QUESTIONS OR CONCERNS, INCLUDING WITH USPS DELIVERY TO YOUR LOCATION, 832-223-0340

Mail Handling

For District and LCISD Campuses only.
 USPS only. Mail Center does not work with FEDEX or UPS.
 Mail Center does not mail personal items.
 Strictly school & business only.

Services Provided

Interoffice and USPS
 Regular Mail (\$0.64 per piece)
 Standard Certified letter (\$7.36 per piece)
Rate increase expected in July.
 Mail Postage, Addressing for cards, letters, and envelopes and newsletters. (Requires mail merge file)

To provide the most cost-effective solutions for all mailing needs meeting the US Postal Service requirements. We provide excellent service and consultation to support Lamar CISD communications throughout its campuses and across the community.

Date Received in Mailroom	Number of pieces mailed	Date Mailed
Date Mail Returned	Number of pieces returned	
Reason for Return		

Updated 2022



Xante EN/Press

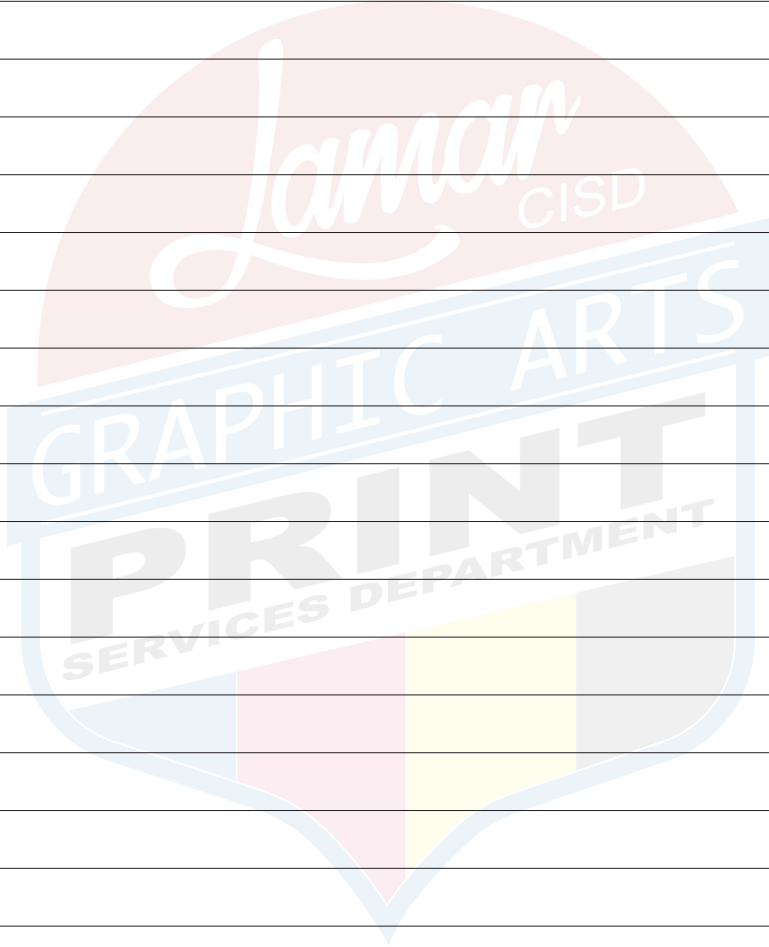


Quadient DS-95i



Quadient iX-9

NOTES



OUR
MEDIA

COLOR MEDIA

DUE TO SUPPLY CHAIN ISSUES, SOME MEDIA MAY NOT BE AVAILABLE

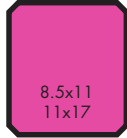
Astrobright available in
60# and Cover 65#



Celestial Blue



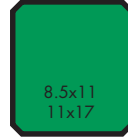
Cosmic Orange



Fireball Fushia



Galaxy Gold



Gamma Green



Lunar Blue



Orbit Orange



Planetary Purple



Pulsar Pink



Re-Entry Red



Rocket Red



Solar Yellow



Terra Green

Astroparche available in 60# Text and 65# Cover
Textured finish look - Used for certificates only



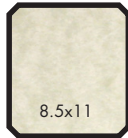
Aged



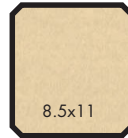
Blue



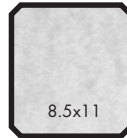
Green



Natural



Sand

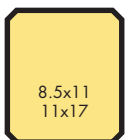


White

Bond 20#



Blue



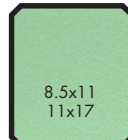
Buff



Gold



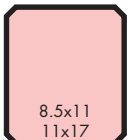
Gray



Green



Orchid



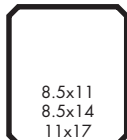
Pink



Salmon



Tan



White



Yellow

COLOR MEDIA / LARGE FORMAT

DUE TO SUPPLY CHAIN ISSUES, SOME MEDIA MAY NOT BE AVAILABLE

Bristol Cover is available in 67# - Cardstock



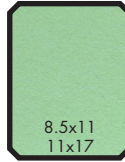
Blue



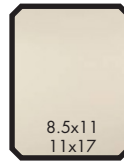
Gold



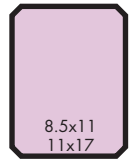
Grey



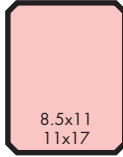
Green



Ivory



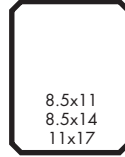
Orchid



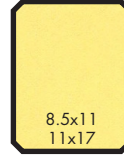
Pink



Tan

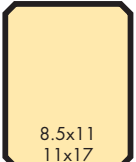


White used for
Certificates, Posters & Fliers



Yellow

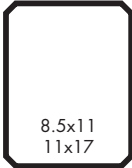
Index is available in 110#



Buff



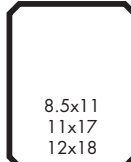
Salmon



White

Index has a smooth, hard surface and comes in 110 lb. Our heaviest stock and comes in two colors; Buff and Salmon.

Silk is available in 80#

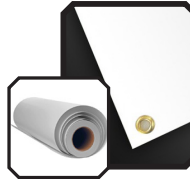


Text & Cover

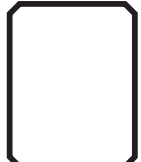
Silk Paper, is coated paper just like gloss, but is somewhere between a gloss and a matt finish. It has a slight sheen to it, without having that mirror-like shine of a full gloss.

Programs and Booklets are printed on Silk Text

Large Format



Scrimm Banner Vinyl



Premium Coated media
All Large Format Posters and Banners comes in Rolls 24" - 54"



Vinyl Banner Mesh

All pricing is based on media used and options selected.

Pricing

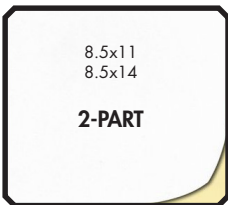
Banners & = \$3.00sf Mounting = \$5 per Poster Posters

Banner w/Display stand

\$189.50 each

Final size 33.5" x 88"

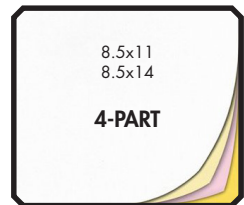
NCR - Carbonless Paper



White/Yellow



White/Yellow/Pink



White/Yellow/Pink/Gold

THINGS TO REMEMBER

1

Access to Digital Storefront through our website
<https://www.lcisd.org/community/graphic-arts>

2

All orders must be submitted via Digital Storefront, our online ordering system. No work will be completed until work order is submitted.

3

A 5-10-day turnaround is required for all speciality jobs. 5-10 days start once all documentation is submitted and is "Ready to Print". Turn around times takes into account a M-F work schedule or M-Thurs work schedule during the summer. Rush jobs must be pre approved prior to submittal.

4

A visual representation of your job is available when placing your order. WYSIWYG - What you see is what you get. Always review all pages before summiting

5

Adust "all" print and finishing options as required before submitting job. Orders will be printed based on options selected.

6

Send "text heavy" files as Word documents. Designers do not re-type scanned or handwritten documents.

7

Be sure to edit and spell check your document carefully before submitting your order.

8

All jobs will be billed to campus budget code. Credits will be issued by accounting.

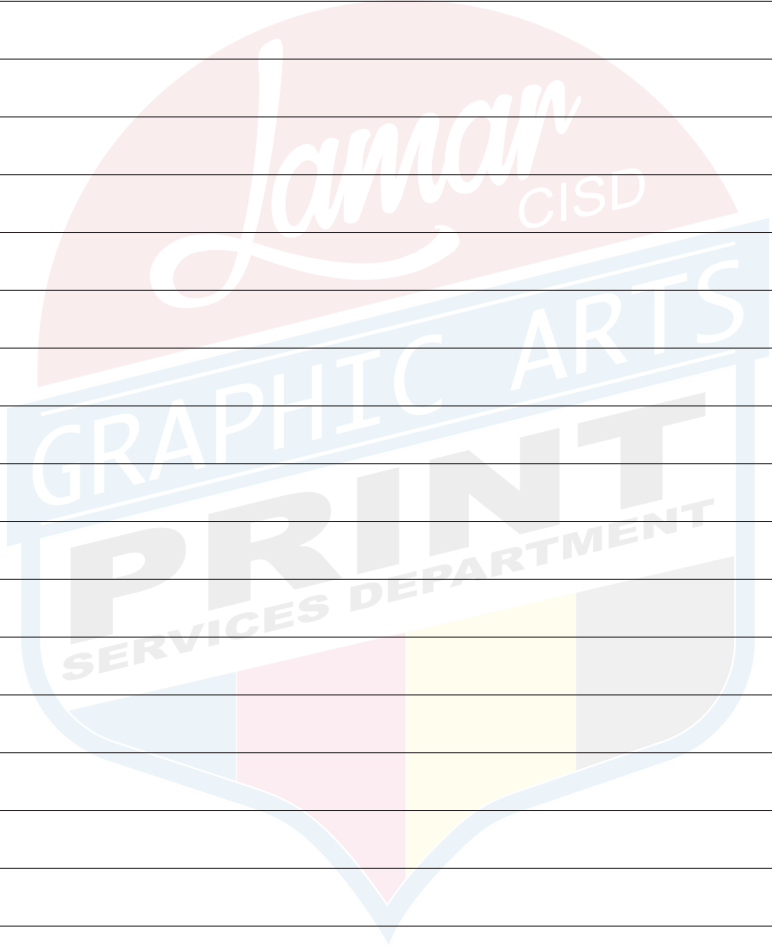
9

Copyrights approvals must be submitted with job. Printing will not commence without copyright.

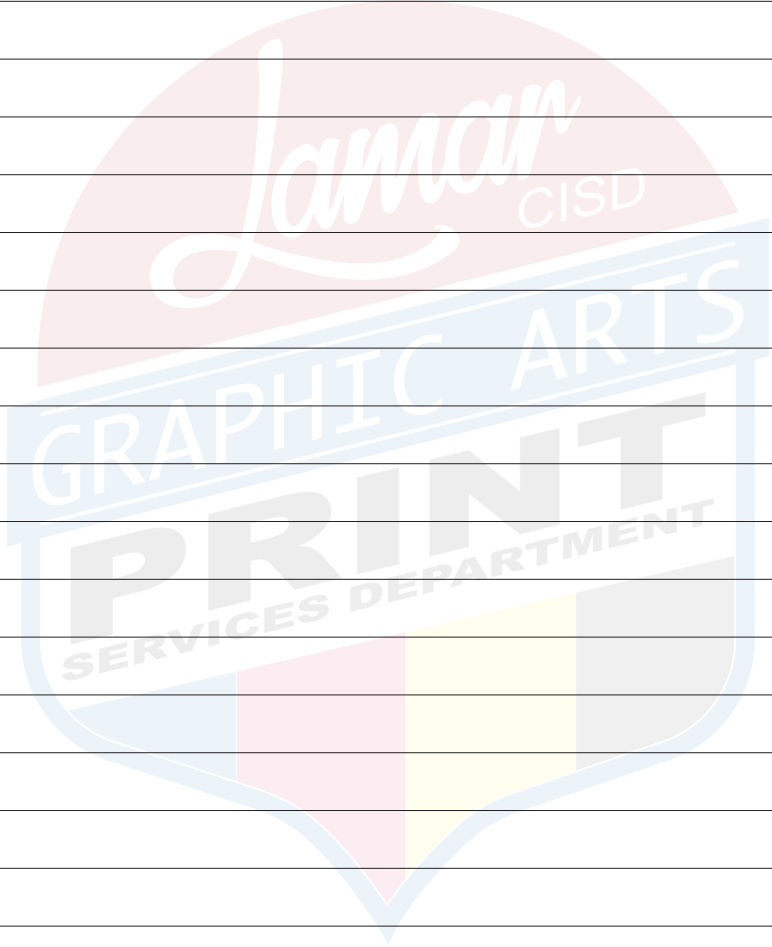
10

Once a project has been submitted and printed, a new order must be placed for reprint.

NOTES



NOTES



DEPARTMENT CONTACTS



JORGE CARMONA
Manager
832.223.0343
JCarmona@LCISD.org



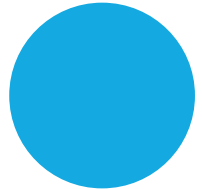
JERRY GANIA
Print Production Foreman
832.223.0337
JGania@LCISD.org



JACQUYLN COBBIN
Print Production Technician 2
832.223.0339
JCobbin@LCISD.org



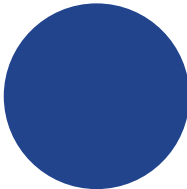
GREG MIKES
Print Production Technician 2
832.223.0338
GMikes@LCISD.org



T.B.D.
Print Production Technician 1
832.223.XXXX
T.B.D.@LCISD.org



JOHN GARROU
Publications Specialist
832.223.0336
John.Garrou@LCISD.org



T.B.D.
Publications Specialist
832.223.0336
T.B.D.@LCISD.org



JULIANA VELA
Graphic Arts Specialist
832.223.0603
Juliana.Vela@LCISD.org



MISTY WIEGAND
Mail Center Clerk
832.223.0340
Misty.Wiegand@LCISD.org



RACHAEL VAN SLYKE
Print Production Assistant
832.223.0602
Rachael.VanSlyke@LCISD.org