PRINTING CATEGORIES

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

The printing category is the most detailed and defined of all the categories. Because of this, ordering from this category requires special attention. Below are the available products in DSF. Remember to select the correct product because pricing is based on which product is choosen.

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

All the available products under these categories are organized in order to make ordering more efficient. In addition this allows us to individualize each item so that the user only select relevant options. Thus streamlining the ordering process.

\$ For example. if ordering Certificates, the Filter Size Any Size \$ Weight Any Weight Astroparche Text Blue 8.5 x 11 product only includes options that are relevant Print Options Astroparche Text Gray 8.5 x 11 to certificates, such as the media. Only 8.5 x 11 Astroparche Text Green Astrobright & Bristol White are available since 8.5 x 11 Astroparche Text Natura Print Options these are the only media types that certificates Astroparche Text Sand 8.5 x 11 are printed on. In contrast to this, the 8.5 x 11 Astroparche Text White Media(Bristol C B&W Copies item, includes many more Bristol Cover White 8.5 x 11 Fit content to paper - scale content up or down (use when file and page are different media options to choose from as we are able sizes) Orientation to print on many more media types for that А Cancel OK Landscape product type. Special Pages Print Options Special Instructions Media(Bond White) Orientation D А Portrait It is essential that you "always" follow these 7 keys Duplex D when placing your order. Double-sided (duplex) Collate 1 2 3 D Collate into Sets Select the appropriate category ALWAYS Slipsheets D Printing, Large Format or Promotional Items No **Finishing Options** Choose the desired item based on what you need printed Staple D No Stapling Attach a Digital file Drill D No Drill Provide a name that identifies your job accurately Fold \triangleright No Folding Enter the quantity desired Cutting D No Cutting Select all the necessary Print & Finishing Options Perferating D No Perferating Shrink Wrap Custom format job to proper size. D