

Birdville ISD

Print Shop

Betty Howe

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Services

Printing/Copying
Color printing
Stapled booklets
Binding
Trimming

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.

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 or 11 x 17 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 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.

Cannot bundle within job. i.e. can't separate into bundles of 25 from a 100 copy job

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

\$0.00966 per click (i.e. one sided is \$0.00966, two sided is \$0.00966 x 2 or \$0.01932)

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, 1/4

\$1.09 per binder for 1/2, 3/4

If only binding your copies, \$0.95/\$1.10 per binder

Trimmer

No charge at this time for trimming documents

Print Requests