



# Bentonville School District Print Services

Guidelines and Price  
List 2017-2018



Phone: 479-696-3426

Email:

[bpsprintservices@bentonvillek12.org](mailto:bpsprintservices@bentonvillek12.org)

[bwhsprintservices@bentonvillek12.org](mailto:bwhsprintservices@bentonvillek12.org)



The concept of centralized copying service is to produce a large quantity of standard copying in a quick and efficient time which lowers the cost due to the volume printing. Print Services reproduces exact copies of documents that are sent without having to edit, enlarge, or reduce the document. Bentonville Print Services is a copying center.

**Separate copy equipment is provided in the building for low volume, emergency needs and enlarging or reducing documents.**



## Check List for Completing the Job Ticket

- Requestor's Name
- Requestor's Phone & Ext
- Requestor's Email Address
- Name of Print Job
- Delivery location
- Number of Original Images
- Number of copies Requested (of each image)
- Printed Sides (single or double sided)
- Impressions for Job (images x number of copies)
- Uncollated or Collated
- 3-hole punch
- Staple
- Special instructions
- Administrator's Approval Signature for:**
- Color Copies**
- Color Paper**
- Cardstock**
- Fastback or Coil Binding**

*The Approval Signature  
Can be typed*



Date of Request:  
[Click here to enter a date.](#)

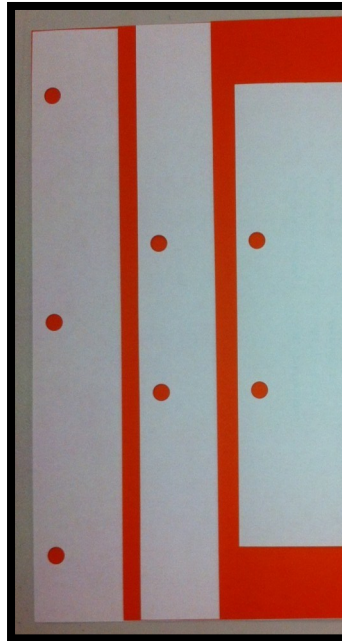
Delivery Due Date:  
[Click here to enter a date.](#)

Administrator's Approval Signature:  
**JOHN D.**

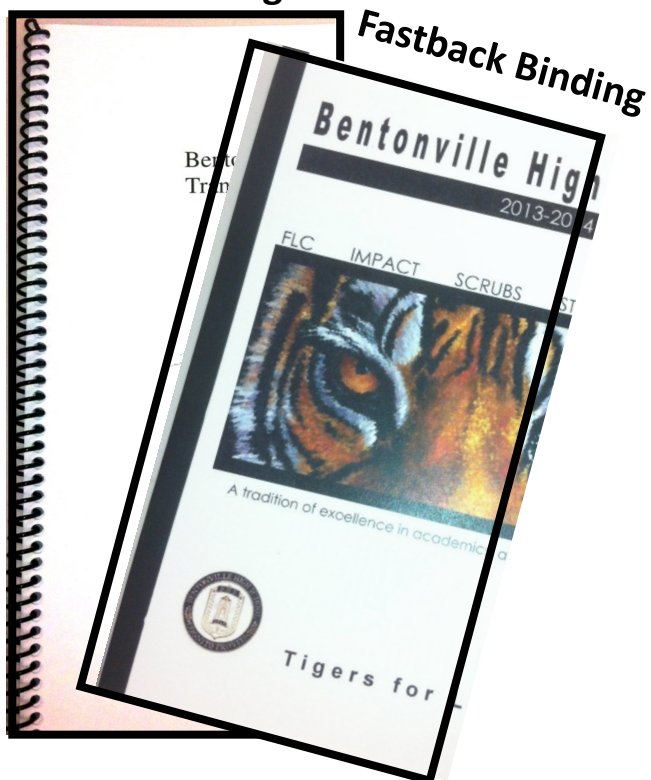
100% of all jobs received in order by

## Print Shop Capabilities

- Black and White
- Color
- Color Paper (see Print Request)
- Stapling (see Print Request)
- Booklet Fold and Staple
- Half or Tri Fold
- 3 or 2 Hole Punch
- Coil Binding
- Fastback Binding
- Cutting
- Envelopes



## Coil Binding



## General guidelines established for the Print Services

1. **Standard jobs will normally be completed in 3 school days or less.** Staff is encouraged to plan for the 3-school day completion time. If a job request is received by Print Services on Friday, it should be returned on Wednesday of the following week. Saturday and Sundays do not count toward turn-around time. More complex printing requests will require extended time. If you have a large job or one that requires offline finishing such as fastback binding, please contact a member of the print staff to coordinate a completion time.
2. Due to the current volume and number of daily job requests, **the minimum number of impressions in a print request to be sent to the print shop is 30 impressions of a single document.** Any documents requiring less than 30 copies of a single document are copied at your school. Requests below the 30 minimum will be returned.
3. Print Services reproduces **exact copies** of documents that are sent without having to edit, enlarge, or reduce the document. Documents should be edited before it is sent to the Print Services. Equipment at each school has the capability for enlarging, reducing and editing documents. **Word/excel documents are accepted for copying however a PDF format is preferred. Because computer program formats and fonts are not universal, word/excel documents received by Print Center may not be in the same format as sent. If this occurs, the Print Center may request that the document be resent in PDF format.**
4. **Each job sent to the Print Center will have a “Copy Center Job Ticket”** which explains the copying request including option of number of copies, paper choice and finishing needs such as hole-punch, binding and/or stapling. Also, the most current job ticket from the District web site should be used. When the job ticket is updated, you will be notified of the new version. Request for printing may be sent through school mail, email or by personal delivery to Center. Please remember to fill out the job ticket completely and accurately to ensure your job request is run properly and returned to you in a timely manner.

5. **Emergency or rush jobs will normally be completed and returned in one school day.** Emergency jobs are not to exceed 10% of total requests submitted per day by all schools. Example: If all schools submit a total of 400 requests, no more than 40 requests can be for emergency or rush jobs.
6. **Send only the documents that you need printed and insure that they are free of any staples** or any other type of binding. Requests should be sent in the correct order and sequence to be copied. Documents are printed in the order and sequence received. The Print Services does not provide or have the resources to extract certain pages or re-arrange documents prior to printing .  
Example: When a 43 page order is received and the requesting individual has asked to print pages 3 -6, 11 and 12, 19-22 and 33, it requires Print Services to sort through document, extract pages for copying, order document and collate before printing. This reduces productivity, efficiency and increases cost. Only the pages of the document to be copied should be sent
7. **On emailed jobs, in the subject line, please put the name of the print job.** In the event a print request is lost, this allows print services find it easily and reprint the request.
8. **Request are worked based on the date they are received both for emailed and hardcopy copy request.** School delivery system has established a schedule of the approximate time of day for delivery of mail, copy orders and other materials. A schedule is posted in each school's mail room.
9. **Administrator's signature is required on requests for color copies, colored paper, heavy weight stocks or fastback binding.**
10. **Print Services is available to visit your school for refresher orientation and to address questions** with your staff concerning the process and resources of the Print Services Center. Please contact Print Services for an appointment.
11. **Print Service operating hours are  
Monday-Friday, 8:00 AM to 5:00 PM**

# Price Rates for 2017-18

## A Copies

B/W	\$.0065
Color	\$.0847

## B Specialty paper

Card stock	\$.0890 per sheet
Colored sheets	\$.0089 per sheet
Envelope	\$.0200 per sheet
NCR	\$.0200 per sheet

## C Finishing

### Fastback Binding

1/2"	(up to 120 pg.)	\$.30 per booklet
1/2' – 1"	(121 pg. to 250 pg.)	\$.40 per booklet

### Coil Bindings

3/8"	(up to 75 pg.)	\$.45 per booklet
3/8" – 1"	(76 to 250 pg.)	\$.55 per booklet

**Cost of product = A + sum of B + C**

*[Note: stapling, hole punches and folding are included at no additional charge]*

Thank you for your cooperation. If you have suggestions to improve the Print Center, please contact Print Services or the Business Office.

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