

2022-2023 LUBBOCK-COOPER ISD PRINT SHOP

SCHOOL HOURS

7:30 A.M. - 4:30 P.M.
MONDAY - FRIDAY



SUMMER HOURS

8:00 A.M. - 4:00 P.M.
MONDAY - THURSDAY
CLOSED FRIDAYS IN
MONTHS OF JUNE & JULY

PLEASE CALL OR EMAIL: TERRY STOKES, SARAH RIDDLE OR AL WARE
WITH ANY QUESTIONS - EXT. 1261 • EMAIL printshop@lcisd.net

WORK SENT TO THE PRINT SHOP:

- ALL WORK MUST HAVE A PRINT SHOP WORK AUTHORIZATION. ELECTRONIC AND PRINTABLE FORMS CAN BE FOUND AT [LCISD.NET/DEPARTMENT/PRINT SHOP](http://LCISD.NET/DEPARTMENT/PRINT_SHOP).
- IF THE WORK HAS A COPYRIGHT, **THE FORM MUST ALSO BE SIGNED BY AN ADMINISTRATOR.** COPYRIGHT MATERIAL (ADMINISTRATOR SIGNATURE MEANS THE DISTRICT HAS PERMISSION TO COPY THE MATERIAL AND THE ADMINISTRATOR THAT SIGNS THE FORM IS RESPONSIBLE FOR THE COPYRIGHT - THIS INCLUDES STAMPED AUTHORIZATIONS).
- ALL WORK AUTHORIZATION FORMS MUST BE COMPLETELY FILLED OUT
- ALL DOCUMENTS WILL BE PRINTED FRONT AND BACK TO SAVE COST
- IF REQUESTED WORK REQUIRES THE USE OF COLOR COPIES, SUPPLIES AND MATERIAL AN ACCOUNT NUMBER MUST BE PROVIDED FOR INVOICING
- **ALL COLOR COPIES, BRIGHT, PASTEL, COLOR PAPER, CARD STOCK, BINDING, PADDING, POSTERS, FOAM BOARD, BANNERS, AND TRANSPARENCIES, ETC... MUST HAVE AN ACCOUNT NUMBER OR BE PREPAID BEFORE THE WORK BEGINS.**
- CHARGES / BILLINGS WILL BE RECORDED AND TRANSFERED BY PRINT SHOP.

DO NOT SEND MATERIAL TO BE LAMINATED:

WE HAVE LAMINATORS FOR YOU TO USE. PLEASE CALL AHEAD TO BE SURE THAT THEY ARE READY FOR USE.

DO NOT SEND PERSONAL SHREDDING:

PERSONAL SHREDDING WILL BE SENT BACK TO SENDER

RETURNS:

RETURNS VIA UPS/FedEx/TRUCKING COMPANIES WILL BE HANDLED THROUGH YOUR DEPARTMENT OR CAMPUS OFFICE.

DELIVIERERS:

PLEASE USE THE CORRECT SHIPPING ADDRESS FOR ANY PURCHASES. WE SHOULD NOT SEE 16302 LOOP 493 IT IS NOT A VALID ADDRESS.

PERSONAL WORK:

PAYMENT DUE UPON RECEIPT / CHECKS OR CASH ONLY / CHECK PAYABLE TO: LCISD PRINT SHOP

BLACK AND WHITE COPIES • **NO CHARGE FOR SCHOOL USE ON STANDARD COPY PAPER**

BLACK AND WHITE COPIES • .05¢ PER SINGLE SIDED COPY ON REGULAR PAPER

COLOR COPIES • .20¢ PER SINGLE SIDED COPY ON REGULAR PAPER

COLOR COPIES • .25¢ PER SINGLE SIDED COPY ON COLOR PAPER

COLOR COPIES • .30¢ PER SINGLE SIDED COPY ON CARD STOCK

COLOR COPIES • .35¢ PER SINGLE SIDED COPY ON BCS CARD STOCK

COLOR COPIES • .20¢ PER COPY ADD THE COST OF LABELS

CALL OR EMAIL FOR
ADDITIONAL INFORMATION

all pricing subject to change

SERVICE

BINDING

Comb binding - with clear front cover
and chip board back 50¢ each

Spiral binding - with clear front cover
and chip board back 75¢ each

PADDING

Glued /chip board (padding only)
backing 25¢ per set

RAFFLE TICKETS

Black/white05¢ per ticket
Color tickets08¢ per ticket

LCISD BUSINESS CARDS

Black/White Single Side
200 count \$5.00

Color Single Side
200 count \$8.00

POSTERS & BANNERS

Standard Poster (24x36) \$4.00
Banner Size Poster call for pricing
Canvas \$8.00 per foot
frame supplied by customer

FOAM BOARDS

Foam board (24x36)
single sided \$20.00

PAPER & NCR MATERIAL

Pastel Color-8.5 x 11

(ream - 500) \$5.00
(case - 5000) \$46.00

Bright Color-8.5 x 11

(ream - 500) \$10.00
(case - 5000) \$95.75

Bright White-8.5 x 11#28

(ream - 500) \$8.75
(case - 4000) \$70.00

Bright White-11 x 17#28

(ream - 500) \$18.00
(case - 2000) \$72.00

Standard White-8.5 x 14

(ream - 500) \$7.00
(case - 5000) \$70.00

NCR

two part 12¢ per form
three part 17¢ per form
four part 22¢ per form

CARD STOCK MATERIAL

Pastel-8.5 x 11

(ream - 250) \$7.00
(case - 2000) \$56.00

Bright-8.5 x 11

(ream - 250) \$10.00
(case - 2000) \$76.00

White-8.5 x 11

(ream - 250) \$6.50
(case - 2000) \$49.00

CARD STOCK MATERIAL CONT

White-11 x 17

(ream - 250) \$13.00
(case - 1000) \$52.00

White-12 x 18

(ream - 250) \$13.00
(case - 1250) \$65.00

BUSINESS CARD STOCK-8.5 x 11

(ream - 200) \$24.00
(case - 1600) \$188.00

LABELS

Clear:

2x4	\$56.00	.60 per sheet
8.5x1	\$56.00	.60 per sheet
3.25x.5	\$56.00	.60 per sheet

White:

4.25x5.5	\$134.00	.15 per sheet
2x4	\$134.00	.18 per sheet
5.5x8.5	\$19.00	.20 per sheet
2.58x1	\$19.00	.20 per sheet

**COLOR COPIES • .20¢ PER COPY
ADD THE COST OF LABELS**

**BLACK COPIES • .05¢ PER COPY
ADD THE COST OF LABELS**

ENVELOPES INVITATION NON- PRINTED

WHITE 10¢ PER ENVELOPE
IVORY 10¢ PER ENVELOPE

LAMINATE - NON SCHOOL

Per running foot 25¢ per foot