



YOUR TAHOMA PRINT SHOP

PRINT SHOP PRICING

The Tahoma Print Shop provides printing and copying services for all school and department needs. Most Print Shop services are free to Tahoma staff. Schools and departments are encouraged to send all printing jobs to the Print Shop. It is much more economical to print and copy in the Print Shop than it is on the copy machines in schools and departments. Under normal circumstances, the Print Shop can produce orders within three days – usually faster. During times of high demand, such as at the beginning of the school year, orders could take longer to process and will be prioritized according to student-learning needs.

Free printing and copying is offered for all jobs done on white paper and on the color paper that is in stock. As a cost-saving and environmentally friendly measure, orders will be printed on both sides of a page unless there is a specific request not to do so. If your job requires coil binding there will be an additional charge of 30 cents per booklet. Tape binding is still available at no charge but we are limiting its use to contain costs.

Color copying is available at 20 cents per page for 8.5X11 paper; 30 cents for 8.5X14; 40 cents for 11X17. Color posters are available for a fee. Lamination costs 35 cents for 8.5X11 and 70 cents for 11X17. Posters cost \$3 for 18X24 and \$6 for 24X36 (double those costs for lamination).

TAHOMA PRINT SHOP GUIDELINES

The following guidelines are intended to help you place orders to the Print Shop. As always, our goal is to perform high-quality work to the customer's specifications in as timely a manner as possible. To help us meet that goal, please read the following guidelines:

We accept orders via e-mail, in-district mail or in person (the Print Shop is at the east end of the Central Services Center). To place an order, please fill out a Print Shop order form or send us an e-mail request by selecting "Print Shop" in the Outlook e-mail directory.

Please phone us or use e-mail for questions. E-mail is checked regularly throughout the day.

Establish a due date by planning on at least four (4) days per order:

Day 1-- job is being delivered to the Print Shop

Days 2 & 3-- job is being printed

Day 4-- job is being delivered to you.

Orders must have a specific due date. Please do not write in "ASAP."

Request white paper for jobs whenever possible. Please use colored paper sparingly. Always send white, unstapled, originals. Originals on colored paper do not reproduce well. Please avoid sending originals that have large areas of solid black; it does not reproduce well.

Orders should be at least 10 copies.

Documents should be the same size for each order; please don't mix differing sizes (it creates problems during the scanning process).

Do not send requests for an entire quarter, semester or year unless it is a small quantity; if you have a question, please ask us. Please limit printing requests to one month's supply.

If there was an error in your order, please inform the Print Shop; we will correct it immediately.

If there will be a delay in returning your print request to you on your requested date the Print Shop will send you an e-mail that lists options.

Thank you for supporting our Print Shop. If you have any comments or suggestions, please feel free to contact us at the Print Shop e-mail address.

Shelia Carriveau and Torri Shinnick, print technicians.

Kevin Patterson, supervisor.