

KISD Print Shop Guidelines

Print Shop - 254-336-0576

Hours: 7:00am – 4:00pm Lunch 12 – 1pm

Print Jobs will NOT be started without an Approved Check Request and a completed Fillable pdf Print Request attached to it.

The KISD Print Shop is a vital resource that provides high-quality printing services in a timely and responsive manner at a reasonable cost. In order to achieve the maximum efficiency in delivery of printing services, we use the following procedures:

1. The Print Shop's first two priorities are (1) printing instructional materials for campuses and (2) printing District materials for the Superintendent's office.
2. All print requests will be submitted on a Fillable Print Request Form that is then attached to a Check Request. **Form must always remain a Digital and Fillable PDF** . (Form and instructions can be found at www.killeenisd.org/print_shop)
3. The amount used when submitting the Check Request is to be calculated by the requester using the Cost estimator that can be found on the Print Shops website. All prices are estimates only. Final price will be determined after job has been completed. (The cost estimator is for estimating purposes only and does not need to be attached to the Check Request.) **Please do not contact the Print Shop for estimates without first attempting to use the cost estimator.**
4. **ALL NEW files** should be submitted as both the original and a high-quality **Print Ready** pdf that is emailed to DL-PrintShop@killeenisd.org .
5. The Print Shop will not accept any requests during the last 2 weeks of school because of the priority of Graduation programs. Exceptions will be made on a case-by-case basis.
6. All campus print requests need to be submitted by the 3rd Monday in June to ensure completion before the first week of school. Department requests need to be received by the same cut-off date that is being used for the Distribution Center.
7. Color Press Printing (4 color) will have a **minimum** order quantity. (See Notes for breakdown of quantities).
8. There is a standard format for Temporary ID's with 8 ID's to a sheet.
9. KISD has a standard Business Card format. Business cards are printed on an Ivory Felt paper with Black ink. **Minimum 250.**
10. The DISTRICT has developed a variety of standardized forms. These are printed in large quantities, stocked in the warehouse, and are available for issue on much shorter notice than the turnaround time for a print job. **(The form has a WAREHOUSE KISD FORM NUMBER printed on it.)** Please do not request your own "customized" variations of these forms.

Notes:

Color Press Printing

1. Sheet size is 17.5" x 22.5".
 - 4 – 8.5 x 11 (4,000 copies minimum required)
 - 2 – 11 x 17 (2,000 copies minimum required)
 - Books/Programs (1,000 copies minimum required)
2. All books must have pages that multiply by 4.
3. Allow a minimum of 5 business days for printing

File Information

- All files, unless otherwise indicated, need to have margins of 0.375".
- Files must be set up in final print size (Example: Final print size is half sheet; file needs to be set up as 5.5"x8.5") Please do not put multiples to a page, we will do that in prepress.
- The Print Shop will make limited changes to files. If the Print Shop does have to make changes to any file, we will send a proof to the contact provided on the Print Request. Once approved the Print Shop is no longer liable for mistakes.

Quick Reference for Pricing

(For estimating pricing only)

Standard Paper- one sided- Per 8.5 x 11 sheet

B&W – \$0.05

Color - \$0.09

Cardstock/Cover- one sided- Per 8.5 x 11 sheet

B&W - \$0.06

Color - \$0.10

Business Cards

250 - \$10.00

500 - \$12.00

750 - \$16.00

1000 - \$18.00