

MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT

PRINT SHOP CATALOG



This catalog is for MJUSD use only.

Printing Services

Check out the printing services we offer.

Graphic Design

Let us do the design work for you or assist with your design.



Print Shop Hours
Monday—Friday
7AM—4PM

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PRINT SHOP POLICIES

The purpose of this policy is to establish clear guidelines and procedures for the use of the Marysville Joint Unified School District (District) print shop, ensuring that all printed materials are produced efficiently, effectively, and in compliance with all applicable laws and District policies and regulations. This policy applies to all staff members, teachers, and students of the school district who require printing services from the district's print shop.

1. Prioritization of Requests:

All print requests will be prioritized based on their urgency and importance. The print shop will prioritize requests from the District and its schools over external requests. Urgent requests will be given priority over non-urgent requests. An urgency fee may apply for expedited services.

2. Approval Process:

Print requests must be approved by the site principal or department director before they are submitted to the print shop. The principal, school secretary or director may seek input or approval from the print shop as needed.

2. Personal work *will not be accepted*. The print shop will only accept work from:

- Other school districts
- County offices
- Other public entities

3. Printing Guidelines:

The print shop will produce materials according to industry standards and in compliance with copyright laws. The print shop reserves the right to refuse any request that violates copyright laws or goes against the District's policies.

4. Submission of Requests:

All print requests and originals must be submitted via email as a PDF, District mail or in-person at the print shop. The request should include specific details about the job, such as; size, color, quantity, and other specifications. The print request must be filled out and sent at the same time as the original example(s) and include a budget code. If a budget code is not provided, the print request and originals will be returned to the site or department or set aside in the print shop until a print request is properly filled out and submitted.

Requests for work that are not for the current school year will not be processed. If work for the following school year is submitted before the end of the current school year, it will be processed after July 1 of the current year.

5. Cost Recovery:

The print shop will implement a "shop minimum" fee of five dollars (\$5) per job. If a job is submitted and does not meet the minimum amount, the total cost of the job will be adjusted to meet the \$5 minimum. We charge for printing services to recover costs associated with labor and printing materials including paper, ink, and other supplies. The cost for printing will be based on a per-page or per-project basis.

6. Turnaround Time:

The print shop will strive to complete all print jobs within three (3) working days of receipt of the request. However, some jobs may require longer processing times, and the print shop will communicate with the requester if this is the case.

7. Pickup and Delivery:

All print jobs will be available for pickup at the print shop during regular business hours. The print shop will use the District warehouse for delivery to the requesting school site. A Delivery Confirmation Form will need to be signed by receiving school site and returned to the print shop by warehouse.

8. Confidentiality:

The print shop will maintain the confidentiality of all print requests, ensuring that all information provided by the requester is kept private and secure.

9. Compliance with Laws and Regulations:

The print shop will comply with all applicable laws and regulations, including copyright laws, and will not print materials that violate these laws.

10. Payment:

All invoices must be paid within 30 days of receipt. Failure to pay may result in the suspension of printing services until payment is received or permanently.

11. Changes and Cancellations:

Changes or cancellations to print requests must be made as soon as possible to avoid delay or unnecessary costs. Any changes or cancellations must be communicated to the print shop immediately.

Enforcement:

The school district's print shop coordinator and/or purchasing director are responsible for enforcing this policy. Failure to comply with this policy may result in the suspension of printing services.

Review and Revision:

This policy will be reviewed annually to ensure it remains current and effective. Any revisions to this policy must be approved by the district.



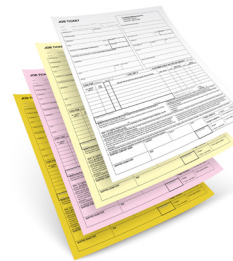
PRINTING SERVICES

If you're looking for printing services for your school site, we are the resource for all of your printing needs. We print booklets, NCR forms, posters, certificates, notepads and more!

Our printing services are top-notch and professional and we can complete jobs with fast turnaround. By using the District Print Shop, we can save you time on all of your printing needs.

WE OFFER:

- Awards & Certificates
- Black and White Copies
- Booklets
- Business Cards
- Cards and Invitations
- Color Copies
- Custom Stationary
- Decals
- Documents
- Envelopes
- Flyers
- Heat Transfers (for clothing)
- ID Badges
- Labels & Stickers
- Large Format Printing
- Magnets
- NCR Forms
- Notepads
- Photo Printing
- Posters
- Reports & Presentations
- Self-Adhesive
- Special Finishing/Binding
- AND MORE!



We have professional design software, knowledge, and expertise to assist you with your project.



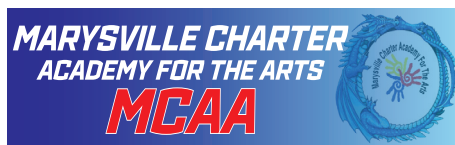
LOGOS

We can design new logos for your school site.



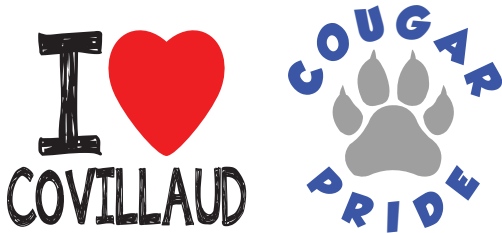
CERTIFICATES

Have an outdated certificate that is long overdue for an update? We can help!



BANNERS

We can design banners and signs as big as 5'x60'.



DECALS/STICKERS

Need a sticker made with your logo or a PBIS statement? We can design and print them.



TICKETS

We can design, perforate and cut out numbered tickets.



YEARBOOKS

Not only can we assist with your yearbook design, we can offer helpful advice to maximize print quality.

PRICING



This pricing list is for the Marysville Joint Unified School District Only!

Each price noted is for a single impression or sheet of paper.

Non-district related/funded jobs will not reflect this pricing.

NOTE: Prices subject to change without prior notice.



IMPRESSIONS

(paper cost separate)

Black and White — (11" & 14" .0039¢) (17" .0078¢)

Color — (11" & 14" .05¢) (17" .10¢)

PAPER 20# BONDS

20# Bond White — (11" .008¢) (14" .009¢) (17" .035¢)

20# Bond Color — (11" .009¢) (17" .035¢)

TEXT WEIGHT

Accent 20# Text — (11" .025¢) (17" .018¢)

Astrobright 24# Text — (11" .04¢) (17" .07¢)

Classic Crest & Linnen 24# — (11" .07¢)

COVER STOCK

Astrobright — (11" .08¢)

Lynx 80# — (11" .06¢)

Accent Opaque 65# — (11" .045¢)

Mohawk 65# — (11" .08¢) (17" .16¢)

Label Stock — (11" .70¢)

Knight Digital — (.13¢)

Business Cards — 1 Box, 250 Cards (\$6.00)

LARGE FORMAT/POSTERS

Scrim Vinyl

2'x3' — \$8.00

2'x4' — \$13.25

2'x6' — \$16.75

3'x4' — \$15.00

3'x5' — \$13.75

3'x6' — \$25.00

3'x9' — \$20.00

3'x12' — \$35.00

5'x12' — \$52.00

Gloss Photo

10"x10" — \$1.50

18"x24" — \$2.50

20"x30" — \$3.00

24"x36" — \$4.75

24"x48" — \$7.75

30"x80" — \$15.00

36"x48" — \$7.50

48"x72" — \$19.00



NCR FORMS

SETS	2-PART	3-PART	4-PART
1-500	.18¢	.26¢	.36¢
501-750	.17¢	.24¢	.34¢
751-1000	.15¢	.21¢	.31¢
1000+	.13¢	.19¢	.27¢

ENVELOPES

#10 Regular — .032¢
#10 Window (left or right) — .045¢
#9 Regular — .045¢
6x9 Booklet — .08¢
A2 & 9x12 — .20¢

BINDERY

COMB

6mm to 8mm — .45¢
10mm to 12mm — .85¢
14mm to 18mm — \$1.50

SPIRAL

1/4" to 1/2" — .40¢
9/16" to 3/4" — .80¢
7/8" to 1" — \$1.00
1.25" to 2" — \$1.50

MISCELLANEOUS

Manual Staple — .04¢	Laminate (9"x12") — \$1.00	Class Admit Slip Pad — \$1.33
Manual Collating — .01¢	Laminate (12"x18") — \$2.00	Foam Board 30"x40" — \$5.95
Folding (\$3 min) — .01¢	ID Badge — \$5.00	Corrugated Plastic 2'x3' — \$15.08
Cutting — .50¢	Chip Board Backing — .10¢	Diplomas — .50¢
Scoring/Perf. (\$5 min) — .02¢	Tabs (printed) — .21¢	Blue Diploma Cover — \$1.05
Padding (Red per pad) — .05¢	Tabs (blank) — .20¢	Plaque 8"x10" — \$13.00
		Clear Cover — .40¢

HELPFUL TIPS:

Collated = Page 1, Page 2, Page 3
Uncollated = Page 1, Page 1, Page 2, Page 2
Originals – 1 original = 1 page single sided
2 originals = 1 page back to back

MEET THE PRINT SHOP



Kevin Herburger
Graphics Services Coordinator

I have had the pleasure to work in the print shop since starting my career here in July of 2017. I have been doing graphic design for about 12 years. I continue to learn new skills and techniques daily that I implement here in the print shop. I have a bachelor's degree in multimedia and visual communications that I obtained in 2014 and excited to be working in my degree field. I absolutely love what I do here at MJUSD.

In my spare time, I like to garden and I grow many different types of vegetables and flowers. I have a few different types of plants in my office as well. I am a huge Disney nerd and Giants baseball fan.



Steven Stanaland
Graphics Technician I

I have been part of the MJUSD family for over 10 years, having worked in various roles throughout the district. I am currently serving as the Graphics Technician I in the print shop.

I am a product of MJUSD, having started my education at Arboga Elementary and graduating from Lindhurst High School. I am a passionate football fan who particularly follows the Los Angeles Chargers and I enjoy playing in way too many fantasy football leagues every year.



MJUSD Print Shop

1919 B Street

Marysville, CA 95901

Contact Us

(530) 749-6190

PrintShop@mjUSD.com

www.mjUSD.com

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