

2024-2025

# GRAPHIC ARTS PRINT SHOP

BROCHURE V. 9.0



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*“There is nothing more difficult to take in hand, more perilous to conduct, or more uncertain in its success, than to take the lead in the introduction of a new order of things.”*

*\_Niccolò Machiavelli*

## PRINT SHOP HOURS



### Regular School Year

August – May  
Monday – Friday  
8am – 4:30pm

### Summer Schedule

June – July  
Monday – Thursday  
7:30am – 5:30pm

### Standard Jobs: 2 - 5 days

All orders will be printed in the order received.

### Specialty Jobs: 5 – 10 days

turnaround time depends on job complexity and workload

### Rush Jobs

all rush orders must be pre approved. Please contact GAPS with request prior to submitting order to verify ability to process. No fee will be charged if request is oreapproved.

*Please note, turn-around times do not include weekends, holidays, or non-district business days. These turn-around times are standard, however they may be affected by peak season requests, i.e. beginning and end of semesters.*

*Jobs requiring design and layout will require additional time.*

*All print orders will be delivered by distribution once daily to campus via inter-campus mail unless specified otherwise in work order.*

### Busy Seasons

April and November are the busiest months at GAPS due to Graduation and winter break. Due to continued growth in the District, Graphic Arts will send out a reminder email. Please make sure to submit jobs accordingly.

Please visit us

<https://lcsid.org> | [community](#) | [graphic-arts](#)

## DIGITAL STOREFRONT FEATURES

### Web Based Solution

Available wherever internet access is available. No district computer required

Graphic vs Text based Inteface (WYSIWYG) Environment  
What you see is what you get! Preview of job on screen

### Powerful Search tool

### Budget Display

Most current Balance always displayed. Munis Balance behind a month

↓ EFI PrintMessenger ◀ Graphic Arts: \$ 4950.00

### Cost Estimates

Obtain the cost of your job prior to submitting

### User Profiles

Access to account usage, saved jobs and files and order history

### Order history & Re-Ordering

Lists all jobs placed, order#, Status, including links to previous orders placed

### Status updates

provided via email at each stage of the process. Check your junk mail or clutter inbox

## DIGITAL STOREFRONT FEATURES

### Digital file submission

All jobs require a digital file to be submitted with your job. Jobs **cannot** be processed without attached file.

### Organized by Categories

All categories are designed to simplify order process.  
District/Department Forms, Printing, etc.

Store Items are designed to simplify ordering process.

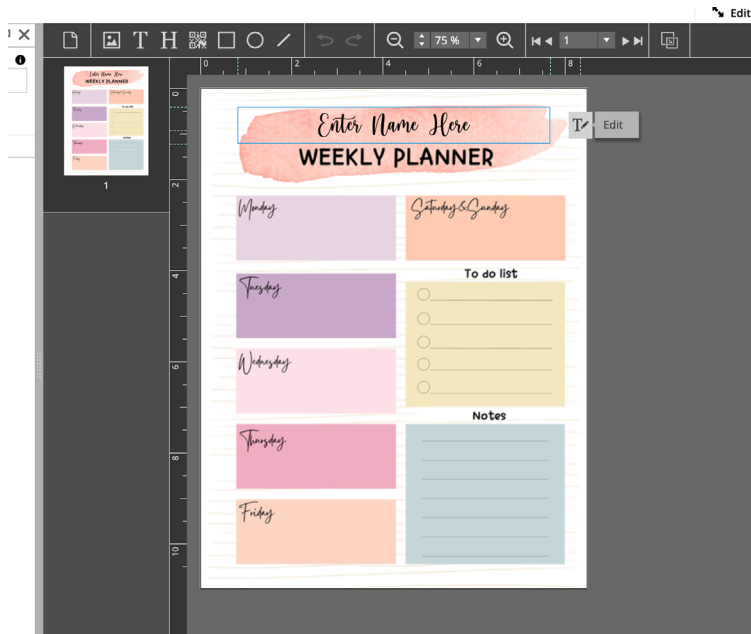
Order options are limited to what is relevant to specific item only

### Order history control & re-ordering.

The order history is your individual control center. You have access to your personal order history and can check your job status at any time. You also have ability to save files and jobs for easy access.

### Editable Smartcanvas Templates

with editable templates, you control the information.



## WHAT'S AVAILABLE AT GAPS

### Printing

B&W Copies  
Bookmarks  
Brochures  
Calendars\_Flip  
Cards\_Flat  
Cards\_Folded  
Certificates  
Color Copies  
Color Copies\_Posters  
Copies\_Legal  
Custom Pads  
Door Hangers  
GBC Bound Books  
Labels & Stickers  
Magazines

Name Tags  
NCR Forms  
One-Fold  
Personalized Stationary  
- Business Cards  
- Letterhead  
- Envelopes  
Programs/Booklets  
- Half size  
- Full size  
School Bucks  
Tickets\_Custom

### Large Format

A-Frames  
Banners

Canvas Prints  
Posters  
Retractable Backdrops  
Retractable Stands  
- Banner Stands  
- Signature Stands  
- Utility Stands  
Wallpaper  
Window Signage  
Yard Signs

### Promotional Items

Acrylic Prints  
Buttons  
Framed Canvas Prints  
Golf Balls

Mouse Pads  
UVC Decals  
Wood Panels

### District Items

Bulk mail envelopes  
Business cards  
Business Reply envelopes  
District Letterhead  
District Signage  
District Stationary  
Receipt books

## SRP Posters and Guides

Located in District/Department Forms Category.



## Variable Printing Capabilities

To the Parents of:	Name	Address	City	State	Zip Code
--------------------	------	---------	------	-------	----------

Excel file must be attached with job (.xlsx or .csv)

LCISD Graphic Arts Intranet Page

includes documents and contact information


Link to Digital Storefront

<https://www.lcisd.org> | [community](#) | [graphic-arts](#)

## District Business Cards



Enter Name Here  
Enter Title Here

Tel: 832.223.XXXX   
Fax: 832.223.XXXX

Email@LCISD.org   
www.LCISD.org

School / Campus name  
Address - City, Texas XXXXX

## WHAT'S AVAILABLE AT GAPS



### Door Hangers

New synthetic media available upon request. Based on vendor availability. Upcharge added.



### Label Printing

Peel off labels. Contact Graphic Arts for design options before ordering. [www.avery.com/templates](http://www.avery.com/templates)  
Available in the following shapes



Rectangular Labels



Circular Labels



Oval Labels



Square Labels

### Bookmarks

Available in Regular 2 x 6 and Custom sizes. Contact Graphic Arts for design options before ordering.



### School Bucks

Mini: 1.75 x 4.25 and  
Regular: 2.5 x 5  
Contact Graphic Arts for design before ordering.



### UV Unlimited

Coming Soon. GAPS can Print decals to a glued surface which then can be transferred to material of your choice; Wood, glass, metal or any other material you can think of.



Design guidelines must be followed. GAPS is not responsible for transferring.

## GAPS INSIGHTS

### What can Graphic Arts do for you?

Design & Printing Services

All jobs must be designed and approved before orders are submitted.

### Navigating Digital Storefront

Categories and Items

Differences between items

Placing orders

Choosing Options

Understanding the interface

How to attach Copyright forms to a job

Editing a placed order

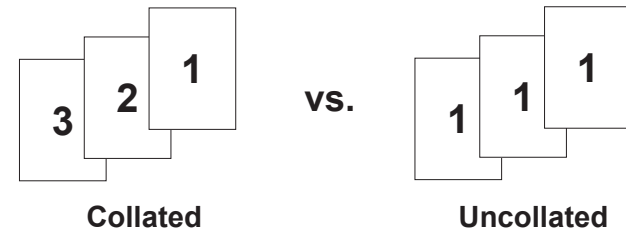
### Customizing orders

Managing Special Pages

Formatting Documents

Editable Templates

### Difference between Collate and Do Don't Collate



## LOGOS

### Logo Refresh/Update Process

- Request must be initiated by Campus Principal.
- Communications will review and discuss ideas w/ Principal
- Once approved, Campus Principal turns over to PTO or designee to review options, run surveys etc.
- Campus Principal approves Final design option and request is submitted to Graphic Arts.
- Graphic Arts will provide “sketches” and Campus Principal will give approval on Final option selected
- Graphic arts will develop preferred logo and generate vector file
- Final Board Approval may be required

### Logo Use Policy

For all outside vendors, a Logo use form needs to be filled out and approved prior to Graphic Arts releasing the logos.  
Vector files cannot be released to vendors without the approval. Logo use form is located @

[lcisd.org | Community | Graphic Arts](https://www.lcisid.org/Community/GraphicArts)

### Logo Forms

Need your Campus Logo refreshed or updated? No problem.

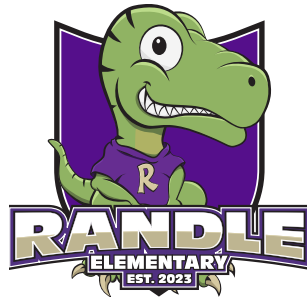
Start by filling out the Logo Refresh/Update Form. All Logo refresh requests MUST be initiated and approved by Campus Principal. Once form is filled out, please send to Communications.

If you simply need to share your logo with an outside vendor, fill out the Logo use form below and send to Director of Community Relations for approval. Once approved, Graphic Arts will release logo.

 [Logo Use & Trademark Policy](#)

 [Logo Refresh/Update Form](#)

 [Logo Use Form - REVISED 07.12.23](#)



## PLACING YOUR ORDER

1

### Sign in

(Users **must be** signed in to see all categories and to place orders)

2

### Find Category and Select Item

All jobs must be entered under the proper Category and item.

Please note: All Large Format items such as Banners, Posters, Yard signs **must be** designed by our Graphic team before submitting. Please contact Graphic Arts prior to ordering

3

### Attach Digital File

(Attach Copyright under Approvall options if required.) Always attach digital file (word, excel, publisher, etc.) File must include all pages needed and must be formatted correctly prior to entering order.

4

### Enter Job Name and Quantity

Enter an appropriate job name and always enter the number of copies required in the Quantity box

5

### Select Print & Finish Options

Check all Print & Finishing options required before submitting work order

## PLACING YOUR ORDER

6

### Preview Job and Review Price

Visually check all pages of your jobs with the on-screen preview. Verify price before submitting order. Note: If you do not see a price, something is wrong. Adjust options or Contact Graphic arts. Do not Proceed!

7

Agreement when submitting job

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

✓ I Agree

8

### Review Job and Proceed to Checkout

If required to select the requested date, select the highlighted day to avoid Rush Fee

9

### Proceed to Payment

Cost Center is already entered based on your account information

10

### Place my Order

Once order is placed you will see your order receipt

Order Confirmation



Shipping



Payment

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # <b>10726</b>	Status: <b>User approved</b> As of 10/21/2021 12:25:27 PM CDT	Order Date: 10/21/2021 12:25:26 PM CDT Due Date: 11/2/2021 8:00:00 AM CDT
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## TOP 5 MOST COMMON ERRORS

1

### Wrong Category and/or product selected

It is important that the printed product is entered in the proper Category and the proper Product item is chosen. Since each Product has been designed with specific options that are relevant to what is being ordered ordering should be much more streamlined.

2

### All options are not chosen

Choosing the options is critical as the job will print based on which options are selected. While adding notes is great, it should not be a substitute for selecting all the options.

The screenshot shows the GBC Bound Books ordering interface with several annotations:

- Files:** "Files (attach your digital file here)" - points to the file upload area.
- Job Name:** "Job Name" - points to the job name field.
- Quantity & Pages:** "Quantity & Pages (pages are automatically populated when file is attached)" - points to the quantity and pages fields.
- Print Options:** "Print Options (changes to these options are universal and affect 'ALL' pages)" - points to the print options section.
- Final width and Height:** "Final width and Height (provide final print size)" - points to the final width and height fields.
- Finishing Options:** "Finishing Options (changes to these options are universal and affect 'ALL' pages)" - points to the finishing options section.
- Approval Options:** "Approval Options (special pages allows you to individually adjust special settings)" - points to the approval options section.
- Pricing:** "Pricing (review price before submitting)" - points to the unit price and total price fields.
- Pages:** "Pages (scroll through pages)" - points to the page navigation controls.
- Save / Add to Cart:** "Save / Add to Cart" - points to the save and add to cart buttons.
- Preview:** "Preview (always review all pages before adding to the cart)" - points to the preview area.
- WYSIWYG:** "Always remember: WYSIWYG What you see is what you get!" - points to the preview area.

Please note that adding special instructions is not a substitute for selecting all the options.

All Options must be selected

## TOP 5 MOST COMMON ERRORS

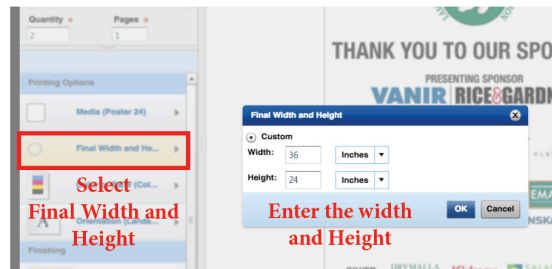
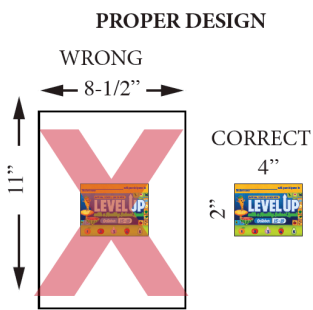
3

### Jobs are not designed to Final Print Size and/or final height and width are not entered

“All” print jobs must be designed to the Final Print size!

This means if you are preparing a card that is 2 inches by 4 inches when cut, then the file you create for your card must be that size. For example, the card can't simply be placed on an 8-1/2" x11" sheet.

In addition, to ensure accurate pricing and proper cutting, it is essential that the Final Width and Height be entered.



In addition, make sure that Orientation is set correctly.

OUR  
GUIDELINES

4

### Images scanned are not High Resolution

Unless scanned to a higher resolution the outcome of your print may suffer. For best results scan images to at least 300 dpi, Furthermore, Avoid scanning copies of copies.

If possible, using the original file or recreating an original would be preferred.

5

### Jobs not reviewed prior to submittal (WYSIWYG)

Do not submit order if anything looks off. What you see in your preview is what will print. While DSF includes a preview of your job, it is important that the preview represents what you need printed before submitting the work order.

For example, If you want your document on yellow paper, your preview should show Yellow paper.

## MAGAZINE & BOOKLET SUBMISSION GUIDELINES

Graphic Arts can help you design your jobs for you. Some things to keep in mind when submitting information for our Designers.

**BUSY SEASON** (April and November) - all jobs must be submitted to Graphic Arts by first week of the month or as directed by Graphic Arts. Jobs must be submitted no later than the end of the work day. Jobs submitted after workday is completed require pre approval by graphic arts.

Graduation Printing is a priority in the month of May, all other jobs required for the end of the school year must be submitted and "Ready to print" by required due date in order to ensure job gets printed. Graduation Printing will take precedent.

**TEXT INFORMATION** - Provide all text information to our designers in either, WORD, EXCEL OR via EMAIL. Designers must be able to copy and paste your text into our templates.

**IMAGES/PHOTOS** - Everything will be printed in Color if it is provided in color. All images and photos must be submitted in JPG, PNG or TIFF format. Preferably, all images would be submitted as High Resolution, 300 DPI or greater so that image quality does not suffer when printing. If images are copyrighted a release form must be provided to our designers for Graphic Arts to use.

**"NO WORD"** - Sending a photo as part of a word file is a no no. Word compresses the image, which in turns reduces the quality and thus reduces the quality of the print job. Please DO NOT submit photos or images in Word!

**SEPARATE INFO** - Please avoid sending photos and verbiage together in one file unless it is created in Photoshop, in-Design or Illustrator. We do not accept Publisher files. Separating file info allows our designers to select the images and text separating so that information can be controlled and edited individually. This allows our designers to setup the files much quicker.

Organize photos in folders and name them so that our designers can locate images quickly.

**PAGE MINIMUMS AND MAXIMUMS** - All programs must be laid out in multiples of 4. If there are less than 4 pages a blank page must be inserted to replace the missing pages. Our copiers have a 60 page maximum on anything required saddle stitch( two staples on the crease). Please note, anything over 60 pages will need to be printed as a Bound GBC booklet.

## MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

**INFORM BUSINESSES** - Please remind businesses who are submitting ads to provide a High Res Digital file. Print outs or scans are not recommended as the quality of the print will suffer. Please note, our team will not rebuild logos. Please make sure to get a quality logo from the business.

**SUBMITTING ART WORK TO DESIGNERS** - Please submit all your information to either: John.Garrou@lcisd.org or Juliana.Vela@lcisd.org. In addition, please copy. jcarmona@lcisd.org. Future Digital Submittal form will be developed.

If there are multiple images or photos, you have the following options.  
- Place files on a Flash Drive. Send to Graphic Arts attention John Garrou  
- Compress folders with images and submit via email.

**REVIEW JOB** – Before submitting the work order, verify that you have reviewed your document and it is good to print. Please inform your in-house approver so that orders may be approved. Jobs will not be printed without approval.

**SUBMITTING WORK ORDER** – All orders must be submitted via digital storefront by the appropriate due date. A 10 Day turnaround is required for all print jobs from the time the job is completed and "READY TO PRINT"

When our design team completes your job they will provide you with the "READY TO PRINT" PDF File. You will use this file to place your work order.

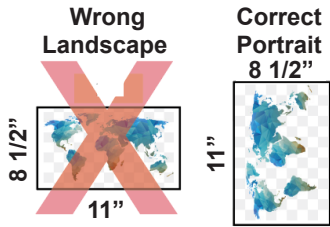
Please DO NOT place a work order until your file is completed and Ready to Print.

All jobs will be printed based on due date.



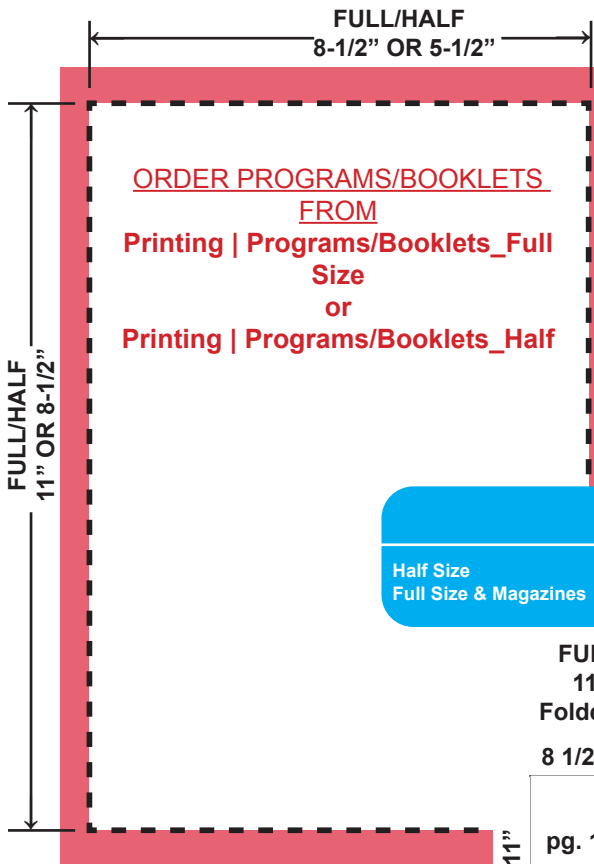
# MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

Programs, Magazines and booklets must be laid out as individual pages in multiples of 4 (20, 24, 28...). Magazines / Booklets are only available in Full Size and Half size. All pages must be oriented Portrait and must not exceed 60 pages. Magazines are printed on Silk Text media. Any document that does not follow these guidelines will need to be corrected prior to submitting a work order.



**Graphic Arts will design your programs for you!**

Jorge Carmona: JCarmona@LCISD.org  
 John Garrou: John.Garrou@LCISD.org  
 Juliana Vela: Juliana.Vela@LCISD.org



**Red area** indicates Bleed extents. All bleed information must reach this line in order to print Full bleed.

**Black area** indicates the 1/4" Trim margin. Text or information that you need visible should not exceed this line. This is where document will be trimmed.

**White area** is the for the main Document information.

	Final Program Size	Actual Page Layout size
Half Size Full Size & Magazines	8.5x11 Folded in Half	8.5 x 5.5" 11" x 8.5"

FULL SIZE 11"X17" Folded in Half		HALF SIZE 8 1/2" X 11" Folded in Half	
8 1/2"	8 1/2"	5 1/2"	5 1/2"
pg. 1	pg. 2	pg. 1	pg. 2

# SIZE CHARTS

BANNERS & POSTERS		
TYPE	DIMENSIONS (INCHES)	NOTES
SMALL	18" x 24"	Various media types available. \$3.00psf
MEDIUM	24" - 36" x	
LARGE	42" - 60" x	

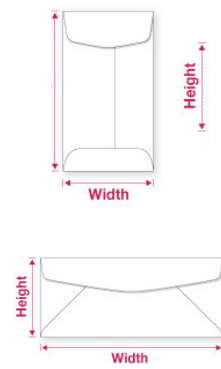
BOOKMARKS		
TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	2" X 6"	Contact Graphic Arts
CUSTOM	?	

COLOR COPIES POSTERS		
TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	11" X 17"	Full bleed requires setup. Contact Graphic Arts
LARGE	12" X 18"	

CUSTOM PADS		
TYPE	DIMENSIONS (INCHES)	NOTES
SMALL	4.25" X 5.5"	Pads of 50
MEDIUM	5.5" X 8.5"	
LARGE	8.5" X 11"	

DOOR HANGERS		
TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	4.25" X 11"	Synthetic Per request only
SYNTHETIC		

ENVELOPES		
Type & Envelope Size	Document size	COLORS/FINISHES
A2 - H 4 3/8" X W 5 3/4"	Designed to fit envelope	White
A6 - H 4 3/4" X W 6 1/2"	Designed to fit envelope	Ivory
A7 - H 5 1/4" X W 7 1/4"	Designed to fit envelope	Sand
A8 - H 5 1/2" X W 8 1/8"	Designed to fit envelope	Linen
A9 - H 5 3/4" X W 8 3/4"	Designed to fit envelope	White
CATALOG CRAFT 6"x9"	Designed to fit	White & Brown
CATALOG CRAFT 9"x12"	Designed to fit	Brown Only
CATALOG CRAFT 6 1/2" x 9 1/2"	Designed to fit	White Only
REGULAR #9 - 3 7/8" X 8 7/8"	Designed to fit	White & White w/window
REGULAR #10 - 4 1/8" X 9 1/2"	Designed to fit	Linen



## SIZE CHARTS

LABELS		
TYPE	DIMENSIONS (INCHES)	NOTES
Various shapes	Various sizes	Contact Graphic Art
LARGE FORMAT W / DISPLAY STAND		
TYPE	DIMENSIONS (INCHES)	NOTES
TABLE TOP	11" X 17"	Available by request only. Includes Display stand & carrying case
UTILITY STAND	24" X 36"	
FLOOR STAND	33 1/2" X 88"	Includes Display stand
POST CARDS		
TYPE	DIMENSIONS (INCHES)	NOTES
FLAT	5 1/2" X 8 1/2"	Designed to size. Refer to envelope size
FOLDED	DIMENSIONS VARY	
SCHOOL BUCKS		
MINI	1.75" X 4.25"	Available on color media. Please contact Graphic Arts
REGULAR	2.5" X 5"	
TICKETS		
TYPE	DIMENSIONS (INCHES)	NOTES
EVENT	1 3/4" X 5 1/2"	Numbering & Perf available
PROM	2 3/4" X 5 1/2"	
CUSTOM	?	
YARD SIGNS		
TYPE	DIMENSIONS (INCHES)	NOTES
REGULAR	18" X 24"	includes frame

All items must be designed to Department Guidelines prior to submitting order in DSF. Please contact Graphic Arts for design assistance.

**Our Graphic Arts team will Design and layout your jobs at NO COST!!!!**

**Please contact**

**Jorge Carmona: [jcarmona@LCISD.org](mailto:jcarmona@LCISD.org)**

**John Garrou: [john.garrou@LCISD.org](mailto:john.garrou@LCISD.org)**

**Juliana Vela: [Anna.Stanley@LCISD.org](mailto:Anna.Stanley@LCISD.org)**

OUR  
TEAM

## COLOR & LARGE FORMAT COPY CENTER

*Please note, the 2024-25 school year will be the last year GAPS provides B&W Only services. Starting 2025-26 GAPS will be going Color. While B&W will still be available, the cost will be a little higher than what is currently offered under B&W only.*



**Jacquelyn Cobbin**  
832.223.0339



**Greg Mikes**  
832.223.0338

**High speed B&W Copiers up to 11 x 17 – 320 PPM**

**Backup Copier – 140 PPM**

Click charge \$0.0032 per click + Cost of media

**In-line Capabilities**

Booklet Maker, GBC and 3-hole Punch  
Booklet Maker can print up to 220-page book

**Electronic File + Copyright form must be attached with all jobs**



*Ultra+ imagePRESS 6320 w/  
Plockmatic BLM550+*



*VarioPrint DP140*

## COLOR & LARGE FORMAT COPY CENTER



**Jerry Gania**  
832.223.0336



**Juliana Vela**  
832.223.0603

**2 High speed Color Copiers up to 12 x 18 – 110 PPM**

Click charge \$0.45 per click + Cost of media

**Dedicated Envelope Printer up to 9 x 12 Envelopes**

**Large Format Color Printer: Colorado 1650**

Prints Posters, Banners, Yard Signs and much more. Prints up to 54" wide and length of roll. cost \$3.00 Per SF + extras. Foam core mounting available in certain sizes

**Display stands**

Available by Request  
only Table Top Stand: 11x17  
Utility Stand: 24x36  
Floor Stand (33 1/2" x 88")  
Stand Backdrop (60"x96")



*Xante X-55*



*Xante X-33*



*Canon 10010vp*



*Colorado 1650*



*Xante EN/Press*

## GRAPHIC DESIGN TEAM



**John Garrou**  
832.223.0336



**Anna Stanley**  
832.223.0347

Graphic Arts offers Professional quality design solutions at **NO COST**. Designers will create brochures, booklets, logos, postcards and more. All images, logos and clipart provided to designers must have copyright approval. Please provide source image when possible.

All text and graphics must be provided to Graphic Arts Word, Excel, or PDF. Please spell check prior to sending

Design work is done on both Mac's and PC please submit all elements to the designers.( i.e pictures for brochures, clip art you want to incorporate and all text) Note: Graphic Arts is not responsible for any spelling errors.



PLEASE NOTE, ALL ITEMS CREATED USING CANVA MUST BE GENERATED PER GRAPHIC ARTS GUIDELINES AND DESIGNED TO FINAL SIZE NEEDED.  
PLEASE CONTACT GRAPHIC ARTS FOR ASSISTANCE.

## MAIL CENTER



**Misty Wiegand**  
832.223.0340

### Mail Handling

For District and LCISD Campuses only. USPS only. Mail Center does not work with FEDEX or UPS. Mail Center does not mail personal items. Strictly school & business only.

### Services Provided

Interoffice and USPS  
Regular Mail (\$0.64 per piece)  
Standard Certified letter (\$7.36 per piece)  
**Rate increase expected in July 2024.**  
Mail Postage, Addressing for cards, letters, and envelopes and newsletters. (Requires mail merge file)

To provide the most cost-effective solutions for all mailing needs meeting the US Postal Service requirements. We provide excellent service and consultation to support Lamar CISD communications throughout its campuses and across the community.

**LAMAR**CISD  
A PROUD TRADITION | A BRIGHT FUTURE

LCISD MAIL CENTER  
4901 AVE I  
Rosenberg, TX 77471-3465

Tracking   
Invoice   
Return for Information

### MAIL WORK ORDER

Campus: \_\_\_\_\_ Date: \_\_\_\_\_  
Originator: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Department to be billed: \_\_\_\_\_

Is dated material enclosed?  YES  NO

#### SEND MAIL

LETTERS \_\_\_\_\_ PIECES  
FLATS \_\_\_\_\_ PIECES  
PACKAGES \_\_\_\_\_ PIECES  
CERTIFIED/RETURN RECEIPT \_\_\_\_\_ PIECES  
PRIORITY \_\_\_\_\_ PIECES  
OTHER \_\_\_\_\_ PIECES

#### INVOICE INFORMATION

Number of pieces: \_\_\_\_\_ Letters  
\_\_\_\_\_ Flats  
\_\_\_\_\_ Pkgs  
\_\_\_\_\_ Priority

#### OTHER MAIL CENTER SERVICES OFFERED

[Folding](#) [Inserting](#) [Packing/Mailing](#) [Print Addresses onto Envelopes](#)

CALL THE MAIL CENTER IF YOU HAVE MAIL QUESTIONS OR CONCERNS, INCLUDING WITH USPS DELIVERY TO YOUR LOCATION, 832-223-0340

Date Received in Mailroom	Number of pieces mailed	Date Mailed
Date Mail Returned	Number of pieces returned	
Reason for Return		

Updated 2022



Xante EN/Press



Quadient DS-95i



Quadient iX-9



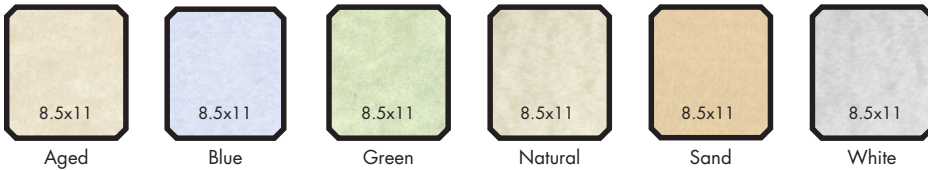
## COLOR MEDIA

DUE TO SUPPLY CHAIN ISSUES, SOME MEDIA MAY NOT BE AVAILABLE

**Astrobright** available in 60# and Cover 65#



**Astroparche** available in 60# Text and 65# Cover  
Textured finish look - Used for certificates only



**Bond 20#**



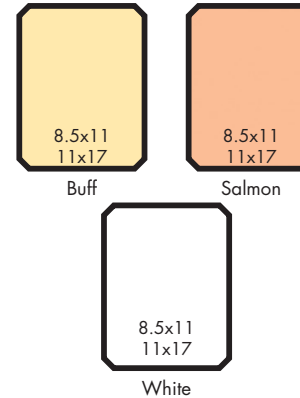
## COLOR MEDIA / LARGE FORMAT

DUE TO SUPPLY CHAIN ISSUES, SOME MEDIA MAY NOT BE AVAILABLE

**Bristol Cover** is available in 67# - Cardstock

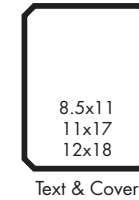


**Index** is available in 110#



Index has a smooth, hard surface and comes in 110 lb. Our heaviest stock and comes in two colors; Buff and Salmon.

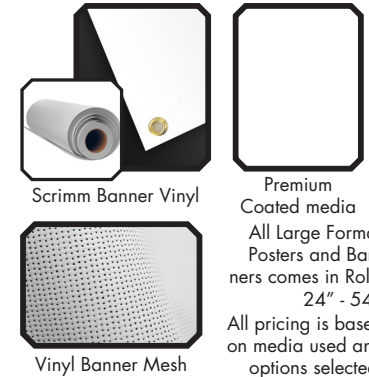
**Silk** is available in 80#



Silk Paper, is coated paper just like gloss, but is somewhere between a gloss and a matt finish. It has a slight sheen to it, without having that mirror-like shine of a full gloss.

Programs and Booklets are printed on Silk Text

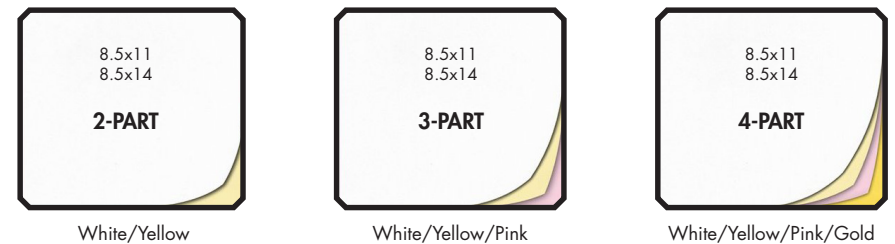
**Large Format**



**Pricing**

Banners & = \$3.00sf Mounting = \$5 per Poster Posters  
Banner w/Display stand  
\$189.50 each  
Final size 33.5" x 88"

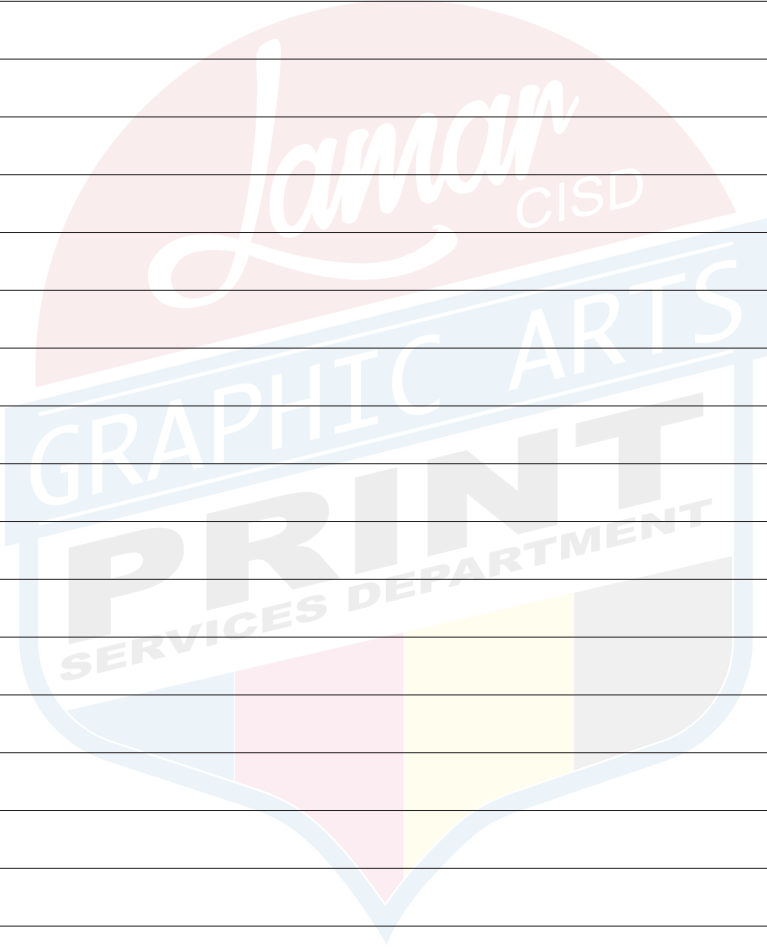
**NCR - Carbonless Paper**



## THINGS TO REMEMBER

## NOTES

- 1** Access to Digital Storefront through our website  
<https://www.lcisd.org/community/graphic-arts>
- 2** All orders must be submitted via Digital Storefront, our online ordering system. No work will be completed until work order is submitted.
- 3** A 5-10-day turnaround is required for all speciality jobs. 5-10 days start once all documentation is submitted and is "Ready to Print". Turn around times takes into account a M-F work schedule or M-Thurs work schedule during the summer. Rush jobs must be pre approved prior to submittal.
- 4** A visual representation of your job is available when placing your order. WYSIWYG - What you see is what you get. Always review all pages before summiting
- 5** Adust "all" print and finishing options as required before submitting job. Orders will be printed based on options selected.
- 6** Send "text heavy" files as Word documents. Designers do not re-type scanned or handwritten documents.
- 7** Be sure to edit and spell check your document carefully before submitting your order.
- 8** All jobs will be billed to campus budget code. Credits will be issued by accounting.
- 9** Copyrights approvals must be submitted with job. Printing will not commence without copyright.
- 10** Once a project has been submitted and printed, a new order must be placed for reprint.



A large, semi-transparent watermark logo is centered on the page. It features the word "Lamar" in a white cursive font above "CISD" in a smaller white sans-serif font. Below this, a blue banner contains the words "GRAPHIC ARTS" in white. Underneath the banner, the word "PRINT" is written in large, bold, grey letters. At the bottom of the logo, the words "SERVICES DEPARTMENT" are written in a smaller, grey font. The logo is set against a background of horizontal lines.

NOTES

# DEPARTMENT CONTACTS



**JORGE CARMONA**  
*Manager*  
832.223.0343  
JCarmona@LCISD.org



**JERRY GANIA**  
*Print Production Foreman*  
832.223.0337  
JGania@LCISD.org



**JACQUelyn COBBIN**  
*Print Production Tech*  
832.223.0339  
JCobbin@LCISD.org



**GREG MIKES**  
*Print Production Tech*  
832.223.0338  
GMikes@LCISD.org



**JULIANA VELA**  
*Print Production Tech*  
832.223.0603  
Juliana.Vela@LCISD.org



**JOHN GARROU**  
*Publications Specialist*  
832.223.0336  
John.Garrou@LCISD.org



**ANNA STANLEY**  
*Publications Specialist*  
832.223.0336  
Anna.Stanley@LCISD.org



**MISTY WIEGAND**  
*Mail Center Clerk*  
832.223.0340  
Misty.Wiegand@LCISD.org



**RACHAEL VAN SLYKE**  
*Print Production Assistant*  
832.223.0602  
Rachael.VanSlyke@LCISD.org

