

# PRINTSHOP

BAKER SCHOOL DISTRICT 5-J INSTRUCTIONAL PRODUCTION DEPARTMENT

Issue 20

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524-2683

The Printshop will Be  
OPEN ALL Summer

Summer Order Form on page 3

## PREPARE NOW FOR NEXT YEAR!



*Now that classes are almost over it's time to think about preparing for next year's classroom material!*

### SUMMER WORK ORDER CHECKLIST

On the next page you will find the Summer Work Order form. This form is used to list all the items you need. When returning this form, please attach a copy of the item on your list.

- Submit any production work orders (*laminating, printing, etc.*) you may have - the sooner the better.
- Complete and submit a Summer Production Request Form (*found on the next page*) or a Production Work Order Request Form 900 (*which can be found in your school's office*) with your projects.
- If at all possible, please provide a telephone number where you may be reached during the summer break should there be questions regarding your work order.
- If you have a special request or a project that needs a little extra attention - be sure to ask ... we'd be glad to help you with layout, design, printing or paper needs. As always, if you have a question or comment, please call 541-524-2683.
- Remember, the earlier you get your project orders to us the better.

All production orders for the fall will be accepted anytime, however we request that the sooner we receive your work orders the more likely we will be able to guarantee that your project request will be ready by the first week of school. It is greatly urged and appreciated that any projects you may have, regardless of size, be placed early.

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**PLEASE REMEMBER TO PLACE YOUR MASTER COPIES  
IN THE SAME ORDER  
AS YOU HAVE ON THE WORK ORDER.**

Thank you



*Working Together ... Works!*

## Laminating 101

1. Remember to attach a Production Request Form 900.
2. Write your name on the back of your project, just in case the work order request becomes separated from your item.
3. If you have an item that has many layers, please keep the layers away from the outer edges. If you must glue something close to the edge, make sure it is completely sealed, otherwise the film will separate. *(Note: layers simply do not laminate well.)*
4. Please DO NOT use glitter, and REMOVE any staples.
5. Our laminator will accommodate items up to 23 inches wide. If your project is wider than that, give us a call and we will explain what we can do.
6. If we have any doubts about the quality of the outcome, we will call you first before proceeding.

## R-E-S-P-E-C-T

### Copyright Law Reminder

Copyright restrictions are ever present in our society, both in our personal and professional lives. If your project says no copying without permission expect your project back. We respect copyrighted material!

## Get the Word Out

Is there something exciting happening in your school, classroom, an activity or fund-raiser that needs to be recognized or to get the word out? If so, write a paragraph about it and send it to the printshop (email, hand deliver, send by courier, or give us a call), and it can be added to school newsletters, the back of all programs (space provided), etc. What an awesome way to **get the word out** (available only during the school year.)

*Whew! Classes are almost over, tell me, where has the year gone?* Once again it's time to think about preparation for next year's classroom material!

If you are new to the district and are unfamiliar with the summer printing preparation procedure and find you have questions that are not answered in this newsletter, please give us a call.

We offer computer layout and design. Newsletters, music programs, certificates, tickets, flyers are just a sample of what we can do for you. If you have a project that you want to have added "eye catching" appeal, call or come visit us. I'm sure we will be able to come up with something that you will like. Designing and printing is our specialty and we are here to assist you.

You don't have to be THAT organized for us to help you. The Printshop is open year 'round to assist you with your printing needs.

Don't fret, it is an easy process to request printing projects. Just complete the attached Summer Work Order form or you can use the Production Request (form #900) and send it to us along with a copy or sample of the item you wish printed. Remember, copies are only as good as the original so send us your best copy. Be sure to include any specific instructions, number of copies needed, stapled, etc.

## Forms and Padding

It seems our padding compound (glue) is working only too well. When grabbing NCR padded forms you may be picking up more than one form. Please check and separate any NCR forms you may be using to be sure you are only using one at a time.

## Saving Money

**Stapling vs. Binding:** We are stapling more and binding less. This saves money as staples are less expensive than the combs for binding.  
**Double-side vs. Single-side copies:** Please keep in mind that printing on both sides of the paper cuts the cost in half.  
**Paper Color Capabilities:** We can only alternate up to four colors per project.

## Delivery

**Our 5J Courier**, Bruce Bowers, is always there to assist us with the receiving and delivering of your projects. He's our right hand delivery man! *(Note: FYI - Your summer work projects, when completed, will be boxed up and sent to your schools' building secretary when they return in the fall - unless you wish to come and pick your project(s) up.)*



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**Have a great summer ... see you in the fall!**

# Summer Work Order - Printshop

Baker School District 5-J Instructional Production Department

2500 E Street \* Baker City \* 541-524-2679 or 541-524-2683

Name \_\_\_\_\_ School \_\_\_\_\_ Summer Phone # \_\_\_\_\_

Please list the printing you will need to have done for the next school year. Be sure to attach a sample document and list instructions.

DESCRIPTION OF ITEM TO BE PRINTED Please attach a sample of the document and list instructions for each project.	No. of Copies	FOR PRINTSHOP USE ONLY <small>PAPER USED / IMPRESSIONS / COMBS &amp; SIZE / MACHINE / COMPLETED</small>

MAKE COPIES OF THIS FORM AS NEEDED