



2021-22 NEWSLETTER



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Monday- Friday

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WHAT'S NEW AND OTHER IMPORTANT INFORMATION

The 21-22 school year is bringing some additional services to the Copy Center. Last year we rolled out our wide format services so that campuses can order banners and large poster prints. Thanks to additional finishing equipment coming soon to the Copy Center, we will soon have the ability to print custom laser cut images on our sticky vinyl material. What does this mean to our campuses? We can print and cut many items including floor decals, bumper stickers, window clings and decals, and other applications we haven't even thought up yet!

Also, in 20-21 school year we acquired a new mail inserter/ folding machine. We had several campuses use our new service to handle report cards and other mailouts that were normally done on campus. We would love to make mailouts a thing of the past at the campuses and handle all of the work for you!

Our staff is here to assist you and make sure that you get the product you are looking for. Please continue on the back for standards and policies.

HERE IN THE COPY
CENTER WE ARE
HERE TO MAKE
YOUR LIFE EASIER!
WHY WASTE TIME
WAITING AT AN
ON-CAMPUS
PRINTER. LET US
TAKE CARE OF IT

SOLUTIONS FOR ALL OF YOUR PRINTING NEEDS

B/W COPIES

TEAR PADS

POSTERS- LARGE

COLOR COPIES

BUSINESS CARDS

PHOTOS

FLYERS

NEWSLETTERS

PROGRAMS

POSTERS

NCR FORMS

BANNERS

AGENDAS

BOOKLETS

& LOTS MORE !!!

Currently we provide the following Services:

- Print any volume B/W (minimum 10 pages)
- Print any volume color (no page limit)
- Duplex printing
- Stapling (single, and dual portrait and landscape)
- 2-hole and 3-hole punching
- Booklets
- Spiral Binding (must contain 20 or more sheets of paper)
- Tab Printing
- Small and large poster prints
- Banners- one-sided all-weather vinyl – can be grommited to hang outdoors or indoors
- Campus Business Cards (District standard cards must be ordered through Republic Printing)
- Straight Cutting (no curved or circular cutting – 30 sheets minimum)
- Letter mailouts- we have a standard dual window envelope that we keep in stock for district use. If a custom envelope is required the campus will need to provide it.

Please note the following for the 21-22 School Year:

- There will be no coil orders printed between August 1 and September 27. Please communicate this with your campus staff as this is our usual blackout for coil orders.
- Orders must be submitted copy ready unless requesting design work for an additional fee
 - This includes page deletions – if you need pages deleted please contact us before submitting the order and we can unlock the document so that you can delete the pages yourself
 - If you see information cut off on the preview – we will too. Please try replacing the document and ensuring you see the entire image before placing order.
- When ordering posters 13x19 and smaller, make sure to select "Scale to Fit" so the image fits the larger page
- Always select what type of paper, finishing options, and quantity instead of typing it in the special instructions. Any information entered in the instructions section will keep the job from auto flowing to our printers, which will delay the order.
- Orders will be shipped out 2 business days after submission (unless special instructions are included)
- Editable PDF documents will not upload correctly to our website. Please contact us before submitting
- The copy center does not laminate for campuses unless for special circumstances
- Booklet Orders- when the document is already 2 per page, please select "pre-imposed. When printing a Reading A-Z book use only the double-sided book option (available on the reading A-Z website). If you upload a single sided document it will print the pages out of order.
- We are no longer printing on transparency paper
- We will be discontinuing our Astrobright Red paper once we run out of current stock. Our machines do not like it and we are hoping to come up with an alternative for next year.

Questions?

Contact Lauren Tarbet at Lauren.Tarbet@pfisd.net or call ext. 40289