

## Lamination

Lamination service is available and usually requires a one day turnaround. Lamination rolls are 23" wide with charges calculated at .30 cents per running foot in length, around the roll.

## Posters

Poster size is 24" x 36" and can be made in a variety of colors in both positive and negative print. Hard copy originals are required for this service. There are two types of posters, laminatable and non-laminatable. Prices below:

Non-laminatable \$4.00 each

Laminatable \$6.50 each

## Mailing Information

All outgoing district mail is processed through Printing Services. If you are planning a large mailing, contact a Printing Services staff member for information about USPS rules for mail-piece design, addressing requirements, and ways to reduce the District's postage costs.

### Some of the mailing services offered include:

- Addressing
- Tabbing/Wafer Seals for Self-Mailers
- Automated Envelope Inserting
- Folding
- Processing Bulk Mail

### Metered Mail Guidelines:

- Mail to be metered must have a return address and a building identifier on it for billing purposes. (It is OK to rubber band mail and put a card under the rubber band with the envelopes but make sure the card is secure.)
- All mail requiring special services such as Certified, Registered, Priority, Express, etc. must have a building identifier on it.
- Please rubber band envelopes that contain the same number of sheets.

### Envelopes:

- Envelopes should face the same way.
- Envelope flaps can be open or closed, but keep them the same within a bundled group.
- Do not tuck flaps into envelopes as they will go into the mail stream unsealed.
- Do not tape #10 envelopes (regular business envelopes) as the tape jams the equipment.
- Please place tape over the metal clasp on large clasp envelopes as the metal clasp is not compatible with United States Postal Service equipment. (Use your existing supply of clasp envelopes, but try to purchase a regular gum, latex, or adhesive seal envelope for future use.)

### Keep separate from mail to be metered:

- Mail that already has postage on it
- International mail
- Mail requiring special services such as Certified letters.

### To save money on postage:

- Use #10 envelopes; do not use envelopes larger than 6 1/8 x 11 1/2 inches.
- Use our 1st class permit when you have 500 or more pieces (contact Printing Services for more info).
- Use our bulk permit (non-profit) when you have 200 or more pieces (contact Printing Services for more info).

**STATE COLLEGE AREA SCHOOL DISTRICT**  
**Printing Services Department**  
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# STATE COLLEGE AREA SCHOOL DISTRICT

**2010-2011**

## **LIST OF SERVICES**

**Printing Services**

Uniting Talent and Passion!

## Our Mission:

The mission of the Printing and Mailing Services department is to support the work and objectives of all State College Area School District faculty, staff, and students by providing efficient, cost-effective services in a timely manner to our customers.

We provide printing, mailing, and copier management services to approximately 1,200 faculty/staff and 7,300 students in 20 locations across 150 square miles. Below and on the following pages is a list of services that we provide with the accompanying prices.

Please contact us with any questions regarding our services, or any special printing projects you may have.

Effective: July 1, 2010

## Copy Prices

White 20# copy paper included in charge.  
No charge for automatic collating, 3-hole drilling, stapling.

### B & W Copies

	Price in \$
8.5 x 11 1 - sided	.018
11 x 17 1 - sided	.036
8.5 x 11 2 - sided	.036
11 x 17 2 - sided	.072

### Color Copies

8.5 x 11 1 - sided	.30
11 x 17 1 - sided	.60
8.5 x 11 2 - sided	.60
11 x 17 2 - sided	1 .20

### Additional Copying/Printing Charges

Padding (\$1.00 setup plus per pad) 50 sheet minimum pad	.25
Cutting (\$1.00 setup plus per cut)	.50
Folding, Automatic (\$2.50 setup plus per sheet)	.01
Colored Ink Charge (per job printed Offset)	20.00

## Labor Charges

Desktop publishing/typesetting, variable data setup, and non-automated handwork such as collating, counting, folding, pasteup, specialty stapling, etc. will be charged at **\$25/hour** with a minimum charge of \$2.50.

## Special Papers

For 8.5 x 11 copies on paper other than regular 20# white copy paper, add amount below to cost per copy, second side paper price is reduced by half. Double the price per sheet for 11 x 17 copies.

	Price in \$
20# Colored Paper	.01
60# Ultra Bright	.02
110# Index/Card Stock	.02
Crack-n-Peel (peelback) Paper	.33
#10 Envelopes (unprinted, white)	.02
#9 Envelopes (unprinted, white)	.02
#10 Window Envelopes (unprinted, white)	.02
#9 Window Envelopes (unprinted, white)	.02
9" x 12" Envelope (unprinted, white)	.08
10" x 13" Envelope (unprinted, white)	.09
A2 Invitation Envelopes	.125

## Carbonless Forms (NCR)

Price per Set includes cost per copy for 1-sided form and padding charges.

2 part	.15
3 part	.25
4 part	.35
5 part	.46
6 part	.60

## Book Binding

Price includes copy costs for 2 one sided covers on white or color 20#, 60#, or 110# Index.

	Up to 50 pages	Over 50 pages
Tape	.50	.50
Spiral (Comb)	.75	1.50
Coil	1.00	2.00

## SCASD Stationery Items 2 color Classic Laid Paper

500 Sheets Letterhead	40.00
500 Envelopes	50.00
500 Business Cards	20.00
250 Business Cards	15.00