



Duplicating Department Guide



Revised 1/10/2018

D ate needed (7-10 days)

U n-collated (each page is in it's own stack)

P lan ahead to ensure turnaround time

L ook at originals (make sure they are camera ready)

I nstructions (complete all sections on request form)

C ollated (all pages in one stack)

A dministrator's signature (on request form)

T ime (we run copies for whole District)

I ncomplete forms(can cause mistakes in copies)

N umber of originals & copies

G iving our best!

Welcome to the Duplicating Department's Guide

The Duplicating Department has two full time employees:

Joe Banelos the Duplicating Technician

Nic Jensen the Duplicating Aide.

Our **goal** is to welcome every staff member in the District to our department, and to inform every one of current policies.

We are always happy to answer any questions you have, and we strive to do the best work we can.

We hope to see all of you!

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Placing a Duplicating Request:

Every site has our Duplicating Request Forms. Every request needs to have a **Site Administrator signature and 5-digit funding code (#'s only).**
(No exceptions)

Under normal conditions, where the copy is camera ready and no special handling is required (such as padding, folding, binding, etc.) the turnaround time is **7 working days**. If the request involves extra handling (padding, folding, binding, etc.), please allow for a minimum of **10 working days**.

There are times during the school year that we may complete orders in less time (November, December, March, April, May, June).

Remember: Summer is our busiest time of year

Always check with Duplicating to see what the turnaround time is during the summer.

All requests should be for materials that will be used soon. Please do not request a year's worth of materials at one time.

Do not forget to submit the Duplicating Request Form signed by Site Administrator with the correct 5-digit funding code (#'s only).

Sending Requests:

Use the District's inter-school mail system and include travel time when calculating your date needed.

All requests are stamped with a date received upon delivery.

Running Your Own Copies

Duplicating no longer has a copy machine dedicated for walk-in use. We suggest you always call ahead for machine availability.

(209) 664-9214

Preparing Your Originals For Duplicating:

All originals should be CAMERA READY.

Layout should be ready to go.

Originals should be clean and straight.

Paper edges should be clean, not torn.

We can make originals:

In to a booklet format

Also 2-up / 4-up etc. on a page

Please call, email, or come in and speak with us directly if you have any questions or concerns.

Reductions and Enlargements:

The Duplicating Department is equipped with machines capable of reducing and enlarging the size of the original.

The largest copy we can make is 11 x 17.

The IMC can make poster sizes. (Call the IMC for details)

For special orders, such as enlarging and/or reducing, always call ahead.

TUSD ~ Duplicating Department Request Form

Administrator's Signature _____
 5-Digit Funding Code (#'s Only) _____
 TUSD Strategy #(s) _____
 Site Plan Ref (If Applicable) _____

Date _____ Date Needed _____
 Requested By _____
 School _____ Grade/Department _____
 Number of Originals _____ Number of Copies _____

- Letter 8 1/2 x 11
- Legal 8 1/2 x 14 (extra cost)
- Ledger 11 x 17 (extra cost)
- Single sided
- Collated
- Stacks of _____
- Back to Back
- Un-collated
- 3 Hole Punch
- Staple: 1 2 Pads Of _____
- Fold: 1/2 1/3 Cut _____

Additional Costs:

- Color Copies (\$.38 per copy)
- Colored Slip Sheets (\$.0077 per sheet)
- White Card
- NCR: 2 prt 3 prt 4 prt
- Binding: Thermal Bind (\$.75 each) Spiral Binding (\$1.25 per book) Booklets (\$.15 each) Fold & Staple
- Color Bond
- Bright Card
- Transparencies
- Bright Bond
- Tabs: White
- Other _____

Special Instructions _____ Estimated Cost _____
 Job Description _____ Total # Copies _____
 Total Cost _____

Date Received _____ Total Copies _____ Completed By _____ Date Completed _____ Job # _____
 \$ _____

Explanation of Duplicating Request Form

The form is easy to fill out. The key is to fill out all sections.

- 1. Date:** When you submit form.
- 2. Requested By:** Your name (who is requesting).
- 3. School:** Your site, or the site being billed, and where copies are being sent to.
- 4. Department/Grade:** This helps with billing.
- 5. Number of Originals:** How many pages you are sending in to have copied.
- 6. Number of Copies:** How many copies you want of your originals. (Please do not put the total # of copies)
- 7. Date Needed:** When you need copies returned to you. Please remember our turnaround time policy.
- 8. Administrator's signature:** Required on all Requests.
- 9. Funding code:** Needed to bill all requests. Administrator authorizes all funding codes. Must be a 5-digit code (#'s only).
- 10. TUSD Strategy (#'s):** District Strategic Plan Reference
- 11. Site plan Reference:** Individual Site Plan pages(s) reference.

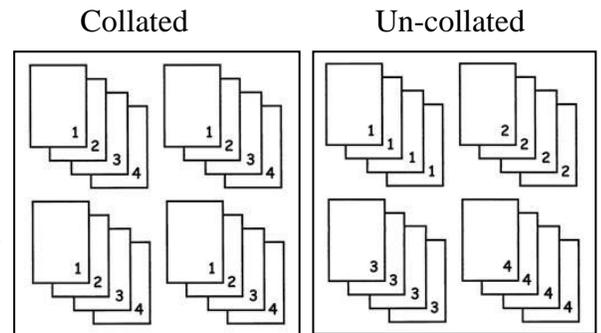
Explanation of Duplicating Request Form (cont.)

The previous page explained the required sections of the Duplicating form. What is next on the form is how you want copies formatted.

12. Paper size

13. Page Layout:

- single sided
- back to back
- collated (when all originals are in 1 stack)
- un-collated (when each page is in its own stack)
- stacks of (you want a certain # of copies in stacks)
- 3 hole punch
- 1 or 2 staples
- fold (1/2 or tri-fold)
- pads (1/2 or 1/4 sheet)
- cut



14. Additional Costs Section

- Color copies (\$.38 per copy)
- Colored Slip sheets (\$.0077 per sheet)
- Types of bond: white, colored bond, and bright bond
- Types of Cardstock: white, colored, and bright
- Tabs: white
- NCR: 2part, 3 part, and 4part
- Transparencies (\$.21 each sheet)
- **Binding:**

Thermal (\$.75each), Spiral (\$1.25 each), and Booklets (\$.15each)

15. Special Instructions: This is the section where you can write more detailed instructions.

16. Job Description: Every request should have a description. This will help with billing.

If all the appropriate boxes are filled in, we should be able to have less confusion and mistakes to complete your request in a sufficient amount of time.

Frequently Asked Duplicating Questions

What should I do if my printing has not arrived and it is past my due date?

Answer: You can email or call Joe or Nic.

What if I decide, after I have sent my Duplicating Request Form, I want more copies or in some way want to change my request?

Answer: Let your Administrator know so they can call or email us an approval of change. If your original request was already completed, then it has to be resubmitted with a new request form also signed by an Administrator.

What if, after I receive my printing, I am dissatisfied with the quality or quantity?

Answer: Duplicating will always stand by our quality of work. With that said, if you are not satisfied with your copies, call and let us know.

Please remember, if the quality of the work is poor due to the quality your originals, it is not our responsibility.

If you do not complete a form correctly or thoroughly, interpretation of what is wanted can differ.

We will do our best to contact the requestor if there is the potential for a misunderstanding. However, it is our goal that this Guide provides information to eliminate such confusion and mistakes.

We are here to support you with solving any problems you may encounter when preparing your project for printing.

Contact Joe or Nic at **664-9214**.

Common Mistakes:

1. Turnaround time - The correct time frame is 7-10 days depending on what is needed.
2. Date needed - “ASAP and Rush” are not acceptable dates.
3. Ordering for whole year - The correct way is to order **as needed**.
4. Not completely filling out the request form.
5. Job Description - Every request should have a description.
6. Not calculating for the additional costs in estimate.
7. All requests have the same due date – Please submit and choose dates as needed.

We hope this helps avoid some of these common mistakes on your request forms.

Paper We Carry:

Duplicating no longer does special orders. If you want something we do not carry, it must be provided by the person generating the request.

- White bond (All sizes)
- Color bond (8 1/2 x 11 and some colors in 11 x 17)
- Bright bond (only 8 1/2 x 11)
- White card (All sizes)
- Color card (only 8 1/2 x 11)
- Bright card (8 1/2 x 11 and some colors in 11 x 17)
- Whitestone card (8 1/2 x 11)
- NCR (2, 3, 4 Part)
- Color copy Bond and Card

For a visual, please refer to the Duplicating Department's Color Sample booklet.

Duplicating Price List

- Copy charges are based on funding codes
- Elementary, & TJHS/DMS Sites copy charges are \$.017 per copy
- All other Sites copy charges are typically \$.025 per copy

PAPER COSTS

BOND (500 SHEETS PER REAM)

8 1/2 x 11	WHITE	\$.0058 (Included in copy charge)
8 1/2 x 11	COLORED BOND	\$.0077
8 1/2 x 11	ASTROBRIGHT	\$.02
8 1/2 x 14	WHITE	\$.0074
11 x 17	WHITE	\$.0168
11 x 17	COLOR BOND	\$.032

CARDSTOCK (250 SHEETS PER REAM)

8 1/2 x 11	WHITE	\$.0187
8 1/2 x 11	COLORED	\$.0234
8 1/2 x 11	ASTROBRIGHT	\$.0373
8 1/2 x 11	WHITESTONE (110 LB.).....	\$.1073
8 1/2 x 14	WHITE	\$.0262
11 x 17	WHITE	\$.0455
11 x 17	ASTROBRIGHT	\$.0792

SPECIALTY PAPER

9 x 11	WHITE TABS	\$.1778
NCR, 2 PART STANDARD		\$.0610
NCR, 3 PART STANDARD		\$.1202
NCR, 4 PART STANDARD		\$.1324
TRANSPARENCIES		\$.21

COLOR COPIER PAPER

8 1/2 x 11	COLOR COPY BOND.....	\$.0153
8 1/2 x 11	COLOR COPY WHITE CARD	\$.0411
11 x 17	COLOR COPY WHITE CARD	\$.0694

ADDITIONAL COSTS

- Color copy charge: \$.38 per copy and per side
- Thermal binding: \$.75 per book
- Spiral binding: \$1.25 per book
- Booklet charge (folded in half with 2 staples): \$.15 per book

To get your total cost of request you need to calculate copy cost and add it to your paper cost. If you have any Additional Cost items, you will need to add that in too.

**Thank you for reading our Guide.
We look forward to helping you with all
of your duplicating needs.**

Joe and Nic