

## Who We Are

**The Reprographics Department** offers a wide range of printing services and we highly encourage all staff to take advantage of them. You will find that the prices are considerably less than that of outside sources. You can have your copies made by our professional staff for the same price that it would cost you to do this yourself on your site copiers. Why not free up some of your valuable time and let our experienced staff fulfill your printing needs? In addition to standard copies, we may also be able to assist you in the printing of specialty items such as: announcements, booklets, brochures, business forms, catalogs, certificates, fliers, handbooks, manuals, newsletters, pamphlets, programs, tickets, and more. There may be a nominal charge for specialty items such as bindings, pads, NCR, and specialty papers, so please contact the Reprographics Department to provide you a quotation.

Please do not hesitate to contact Nick or Gladys for any and all of your reprographics needs.



**Tony Crapo**  
Director of Purchasing

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## Reprographics

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## We meet your needs

It's Monday morning, and as you approach your school's copy room, fear and anticipation race through your body. What will you find when you get there?

- Will the copiers be functioning, or has someone jammed them over the week-end?
- Are there staples and toner in the machine?
- Will there be a crowd of others gathered around the copier, frantically trying to get their copies made before the tardy bell rings through the halls?

Fear no more! We are here to take the copy room stress out of your life.

Let us meet your copy needs. Simply submit your request via the Pony mail or e-mail and we do all the work. We run your copies, box them up, and then have them delivered to your site in a timely manner.

**We look forward to working with you.**



## The how to....

The Reprographics Department will be more than happy to accept your copy requests one of three ways:

- You can fill out a hard copy of the request form, attach it to your hard copy originals and drop it in the Pony Mail.
- You can fill out the online request form (found at [www.seq.org/repro](http://www.seq.org/repro)) and attach it to an e-mail along with your document to be printed and send it to [reprographics@seq.org](mailto:reprographics@seq.org)
- Walk-in. We love when we get to meet our teachers and staff, so walk-ins are welcome.

Once completed your jobs will be returned to your site per the following schedule:

|                      | Delivered Afternoon |           |        |
|----------------------|---------------------|-----------|--------|
|                      | Monday              | Wednesday | Friday |
| Received by 10:00 AM | Monday              | X         |        |
|                      | Tuesday             | X         |        |
|                      | Wednesday           |           | X      |
|                      | Thursday            |           | X      |
|                      | Friday              | X         |        |

## The cost

( ALL BASIC PRINTING CHARGES ARE BASED ON CAMERA-READY WORK)

| <b>20# Bond<br/>8-1/2 x 11</b><br>White, Blue,<br>Buff, Canary,<br>Goldenrod,<br>Green, Pink | <b>20#Bond<br/>8-1/2 x 14</b><br>White, Blue,<br>Buff, Canary,<br>Goldenrod,<br>Green, Pink | <b>60# Astrobrights<br/>8-1/2 x 14</b><br>Galaxy Gold,<br>Pulsar Pink, Lu-<br>nar Blue, Orbit<br>Orange, Terra<br>Green |
|--|---|---|
| \$.04 per impression   | \$.05 per impression  | \$.06 per impression  |

| <b>20# Bond<br/>11 x 17</b><br>White | <b>20# Color Copies<br/>8-1/2 x 11</b><br>White | <b>110# Card Stock<br/>8-1/2 x 10</b><br>White, Blue,<br>Grey, Green, Yel-<br>low |
|--------------------------------------|---|---|
| \$.06 per impression                 | \$.20 per impression                            | \$.06 per impression  |

| <b>NCR<br/>8-1/2 X 11</b> |   |                     |
|---------------------------|---|---------------------|
| <b>Parts</b>              | <b>Color Sequence</b>                   | <b>Cost per Set</b> |
| 2                         | White, Canary                           | \$0.36              |
| 3                         | White, Canary, Pink                     | \$0.41              |
| 4                         | White, Canary, Pink,<br>Goldenrod       | \$0.55              |
| 5                         | White, Green, Canary,<br>Pink Goldenrod | \$0.70              |

| <b>Laminating 8-1/2 x 11</b> |        |
|------------------------------|--------|
| 3 mil                        | \$0.30 |
| 5 mil                        | \$0.45 |
| 7 mil                        | \$0.85 |
| 10 mil                       | \$1.25 |

