

ENVELOPES

ENVELOPES

Number	Dimensions	Quantity	Price
*#10 (Standard Size)	4 1/8 x 9 1/2"	500 (Min Order)	\$25
#9	3 7/8 x 8 7/8"	Individual	\$0.16
A7	5 1/4 x 7 1/4"	Individual	\$0.14
A2	4 3/8 x 5 3/4"	Individual	\$0.068

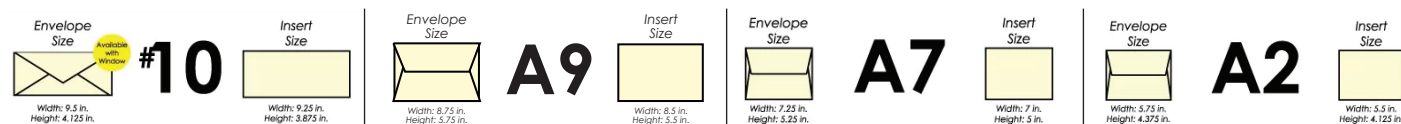
*With window or without window

HAVE A SPECIAL ORDER? Please call for a quote: 713-740-0184

OFFICE SUPPLIES

Type	Quantity	Price
Business Cards	250 Cards	\$35
Letterhead	500 Sheets	\$45
Notecards	Call for Pricing	
Notepads	Call for Pricing	

For Invitations or Birthday Cards



LARGE FORMAT PRINTING

(Charged Per Linear Foot)

REGULAR PAPER

SIZE	42"	36"	24"	17"
1ft	\$5.89	\$6.24	\$7.56	\$5.00
2ft	\$11.77	\$12.47	\$15.12	\$5.00
3ft	\$17.66	\$18.71	\$22.68	
4ft	\$23.54	\$24.95	\$30.24	
5ft	\$29.43	\$31.19	\$37.80	

BANNER VINYL

SIZE	42"	36"	24"
1ft	\$18.03	\$13.43	\$10.23
2ft	\$36.06	\$26.86	\$20.47
3ft	\$54.09	\$40.29	\$30.70
4ft	\$72.12	\$53.72	\$40.94
5ft	\$90.15	\$67.15	\$51.17

PHOTO GLOSS

SIZE	42"	36"	24"	17"
1ft	\$18.24	\$15.63	\$10.44	\$5.00
2ft	\$36.48	\$31.26	\$20.88	\$5.00
3ft	\$54.72	\$46.89	\$31.32	
4ft	\$72.96	\$62.52	\$41.76	
5ft	\$91.20	\$78.15	\$52.20	

LAMINATION

COMPLETED PERSONALLY

\$.10
PER FOOT

BY PRINTSHOP

\$.20
PER FOOT

PASADENA ISD

PRINTSHOP

PRICING & SERVICES GUIDE

2019-2020 Edition

Hours of Operation:

8:00 A.M. to 4:30 P.M., Monday - Friday

Please note that the Printshop observes all district holidays and summer schedule.

Located in the Pasadena ISD Administration Building

1515 Cherrybrook Ln., Pasadena, TX 77502

Email: printshop@pasadenaisd.org

Phone: 713-740-0184

Revised August 2019

IMPRESSIONS

BLACK/WHITE

Paper Size	Copies	Price
8.5 x 11"	Single Sided	\$0.03
8.5 x 11"	Double Sided	\$0.06
11 x 17"	Single Sided	\$0.03

COLOR

Paper Size	Copies	Price
8.5 x 11"	Single Sided	\$0.13
8.5 x 11"	Double Sided	\$0.25
11 x 17"	Single Sided	\$0.25

PAPER OPTIONS

White Paper Options

Paper Type	Paper Size	Price
20lb Bond	8.5x11" (Letter)	\$0.02
20lb Bond	8.5x14" (Legal)	\$0.03
20lb Bond	11x17" (Poster)	\$0.04
80lb Glossy Text	8.5x11" (Letter)	\$0.09
80lb Glossy Text	11x17" (Poster)	\$0.10
80lb Glossy Cover	8.5x11" (Letter)	\$0.11
80lb Glossy Cover	11x17" (Poster)	\$0.20
90lb Tag	8.5x11" (Letter)	\$0.05
100lb Glossy Text	8.5x11" (Letter)	\$0.15
100lb Glossy Text	11x17" (Poster)	\$0.15
100lb Glossy Cover	8.5x11" (Letter)	\$0.12
100lb Glossy Cover	11x17" (Poster)	\$0.25

Color Paper Options

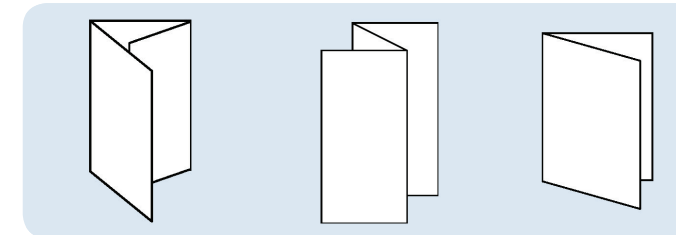
Paper Type	Paper Size	Price
20lb Bond	8.5x11" (Letter)	\$0.02
20lb Bond	8.5x14" (Legal)	\$0.04
20lb Bond	11x17" (Poster)	\$0.14
60lb Text	8.5x11" (Letter)	\$0.07
65lb Cover	8.5x11" (Letter)	\$0.07
90lb Tag	8.5x11" (Letter)	\$0.07

NCR PAPER (CARBONLESS PAPER) **The Printshop does not charge for most NCR forms.

Paper Type	Paper Size	Price
2 Part NCR (White & Yellow)	8.5x11" (Letter)	\$0.07 per set + \$1.00 for plate
3 Part NCR (White, Yellow & Pink)	8.5x11" (Letter)	\$0.15 per set + \$1.00 for plate
4 Part NCR (White, Yellow, Pink & Gold)	8.5x11" (Letter)	\$0.20 per set + \$1.00 per plate

FINISHING OPTIONS

FOLDING

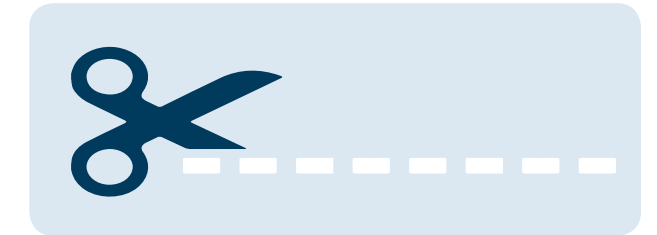


TRI-FOLD

Z FOLD

HALF FOLD

CUTTING



\$0.40 (PER 500 SHEETS)

BINDING

STANDARD BINDING

Type	Price
Single Staple	\$0.03
Booklet Staple	\$0.06
Saddle Stitch	\$0.06
Glue	\$0.02 (per 500 sheets)

COMB BINDING

Size	Price	Size	Price
5/16"	\$0.15	3/4"	\$0.41
3/8"	\$0.18	7/8"	\$0.49
7/16"	\$0.23	1"	\$0.58
1/2"	\$0.26	1 1/2"	\$0.80
9/16"	\$0.31	2"	\$1.18
5/8"	\$0.37		



SADDLE STITCH



BOOKLET STAPLE



COMB BINDING

ADDITIONAL OPTIONS

Type	Price
3 hole punch	\$0.01
8.5x11" chipboard (only used for notepads)	\$0.10



PLEASE NOTE:

Orders without a completed & signed Printshop Order Form will NOT be accepted or processed. All orders MUST be submitted at least 2 weeks in advance to meet the desired deadline.

Prices are subject to change as material prices change.