

Mail & Printing Guidelines

The **Conroe ISD Graphics and Printing Department** offers professional, efficient printing and mail services to support District schools and administrative departments. In an effort to maintain quality and timely services with growing demands, please read and apply the following guidelines when using printing, graphic, and mailing services.

If you have a special graphic or printing request please call—we are here to help.

Graphics (936) 709-7730 • Printing/Mail (936) 709-7731

Printing

Printing Services is available for photocopy, bindery, and offset printing jobs which **cannot** be performed by campuses/ departments due to high volume copying or offset printing/ finishing requirements.

When submitting work to the Print Shop please follow the guidelines below:

- **Print order forms**

A print order form must be submitted with each job when the work is initially submitted. Work submitted without a completed print order form could be returned. Don't forget to include a budget code! Print order forms can be requested from the print shop at no charge. Contact print shop for cost estimates.

- **Photocopies**

Photocopy orders have a minimum requirement of 100 sets/copies. Submit the original digital PDF or a high-quality original on white paper, if a digital copy isn't available. Digital PDFs of any document are preferred. Please reference the print order number or a scan of the print order form when submitting digital files. Be sure to combine multiple files into one document before sending if you are asking for the finished job to be in a set.

Worksheets, packets, etc.—if submitting materials for the entire year, note on the print order form the grading period or semester when each piece will be needed (1st, 2nd, 3rd, 4th nine weeks or 1st or 2nd semester).

- **Color Copier**

Digital files are preferred. Digital files must be submitted as PDFs. Send a scan of the print order form in the same email as the digital. Be sure to combine multiple files into one document before sending if you are asking for the finished job to be in a set. If a digital file is not available, submit a high-quality original with a completed print order form.

- **Copies to be made from books**

Submit a clean, single-sided copy of each page needing duplication or written permission to cut pages from the book.

- **Bound books**

GBC bound books are being replaced with saddle stitched or square-fold books. GBC will be available for any book too large for saddle stitch. Print Shop will evaluate each job and finish accordingly.

- **Note pads**

District or campus note pads are available in three sizes:
8.5" x 11" | 5.5" x 8.5" | 4.25" x 5.5"

Notepads may be ordered on white paper, colored paper, or two-part NCR. Blank, recycled scrap pads are available at no charge on a first-come first-serve basis. Personalized (each pad with a different person's name) note pads are not available.

- **CISD forms**

When ordering standard CISD forms, the line on the print order form which reads "Name of job and form number" must indicate the name and form number of the form being ordered and a sample form attached to the print order if available.

- **Labels**

A minimum order of crack-n-peel/peel-off labels will consist of 100 8 1/2" x 11" sheets. (Example: If four labels are printed to an 8 1/2" x 11" sheet a minimum order would be 400 finished pieces)

- **Posters/Banners**

Posters are available in the following sizes—24"x 36", 18"x 24", 11"x 17". Banners are available in 24" wide by the length desired.

- **Student backpack tags**

At the beginning of each semester a reminder email will be sent to the campuses for submitting an order for student backpack tags. Student backpack tags may be ordered by submitting a print order form to the Print Shop. Tags will also be sent throughout the year if inventory is available.

- **Benchmarks and DCCs**

Please submit print orders a *minimum* of three weeks prior to the testing window. Each test should be on a separate print order form—English and Spanish versions of the same test may be submitted together on one print order form. Contact print shop for availability if ordering late.

Presses, cutters, collator, folders, etc. must be setup for each individual job. To efficiently process work orders, jobs are grouped by ink color, size, paper, and finishing requirements in order to reduce machinery set-up time. To assist in accomplishing this time-saving organization of jobs, please note the following:

- **Business cards, stationery, envelopes**

Orders may be submitted at any time, but will be held for a group printing. Please allow a 10-15 day turn-around. Every effort will be made to print these on a regular basis.

Each request must have its own print order form. (For example, when ordering stationery, business cards and envelopes, fill out a print order for each separate item.)

- **Quantities ordered**

It is most cost-effective to calculate quantities to fill needs for the entire year when possible.

On the print order form, “quantity” refers to the number of finished pieces. Please do not calculate quantity by the number of items printed to a single page (2 up, 4 up, etc.). Indicate the total number of single, finished pieces requested.

- **Colored inks**

There is a 500-sheet minimum for orders submitted for single-color or multi-colored ink printing on the press. A color copier is available for smaller jobs. Jobs will be printed in the most efficient way depending on quantity and timeline.

- **Counting out and packaging sets**

The Print Shop does not count out class sets (4 sets of 50, 1 set of 22, etc.).

Please allow a **minimum of 10 working days** from the day an order is received by Printing Services for completion and delivery of normal jobs. Alteration to existing jobs or setup of new requests may require additional time. All jobs are date stamped on arrival and placed in queue for processing in the order they arrive. If a faster turn-around is required, call to check current schedule—it is possible that the job can be processed more quickly (example: benchmarks and other testing materials).

District Mail

Printing Services handles U.S. and Conroe ISD intersystem mail for all campuses/departments at 65+ different locations. To assist in quality and timely mail processing, please follow the guidelines listed below.

Conroe ISD Intersystem Mail

Intersystem mail is for District-related materials only—personal items or mail should not be sent via intersystem mail. All intersystem mail is delivered on a one-day turn around. Mail is picked up and delivered daily—mail picked up one day will be delivered to recipients the following day.

In order to ensure accurate service...

- Address intersystem mail envelopes with the name of the receiving campus/department and employee. Use a department name, not just the building name. (Example:

“Accounts Payable”, “Purchasing” or “Secondary Education” rather than “Administration Building”)

- Indicate whether the sender/receiver is a high school, 9th grade campus, or elementary campus. (Example: ORHS, ORHS 9th, OR Elem)

U.S. Mail

Incoming U.S. mail is delivered to the Print Shop daily. It is sorted the same day and delivered to all campuses/departments the following business day. Outgoing U.S. mail is processed and picked up by the Post Office the next business day after received by the Print Shop.

In order to ensure accurate service...

- **U.S. Mail**

All U.S. mail must be submitted enclosed in an envelope appropriate for mailing.

- **When addressing envelopes, use blue or black ink.**

Other colors of ink may not be read by the post office’s automatic system and may be returned to the District.

- **Submitting mail for postage**

- For #10 envelopes, all content must be completely inserted (no pieces sticking out of the envelope) and the envelope flap in the closed position. The mail machine will seal when applying postage.
- Envelopes with more than three inserts must be sealed before sending for postage.
- Large (catalog, etc.) envelopes must be sealed before sending for postage.
- All report card mailings should be sealed.
- Do not enclose paper clips, pencils, magnets, or other bulky objects in the envelopes. These jam the postage metering machine and cause breakdowns.
- Separate and seal all “No Postage Required” mail.
- A **mail wrapper** including a budget code should accompany all mail to be metered. Processing of mail submitted without a completed mail wrapper may be delayed. The mail wrapper **should not** be taped to the envelope or package—these are for CISD use only. Mail wrappers are available from the print shop at no charge.
- Large mailings should be scheduled in advance to ensure that enough postage is on the metering machine—it is not necessary to schedule report card mailings.
- Avoid using envelopes with metal clasps. If an envelope with a metal clasp is used for mailing, tape must be placed over the clasp before the mail is submitted for posting.

UPS

UPS is the carrier used for shipping and overnighting packages. Tracking and delivery verification is available for all UPS mail handled. All UPS packages/mail must have a printed name and street address—**UPS does not deliver to post office boxes**. Do not wrap packages in paper.

Graphics

Graphic design services are available to all campuses/ departments and include design for brochures, forms, t-shirts, web art, mascots, booklets, posters, etc. at no charge.

- **Art for in-house use**

Jobs to be printed by the CISD print shop should be submitted to CISD Graphics with a completed print order form at time of request. Without a print order form, the order will not proceed to print.

- **Art for outside use**

Art for other purposes (online only, t-shirts, etc.) does not require a print order form. Please contact Graphics with any artwork requests.

- **Proofing**

When graphic work is completed, a proof will be sent by email to the originator for review. Jobs will not be printed until the proof is approved via email.

- **Name tags**

Customized staff name tags are no longer produced by CISD Graphics. We are using secure badges with a photo ID and barcode. Tags will be printed for student clubs and organizations, if needed. If ordering generic tags for a student club or organization, submit a print order form to Carol Gibson (cngibson@conroeisd.net). Please indicate if badge clips are needed.

Commonly ordered print items include...

- Envelopes
- Letterhead/Stationery
- Business cards
- CISD forms/Custom campus forms
- NCR (duplicate copy) forms
- Change of Transportation forms
- Student backpack dismissal tags
- Note cards with envelopes
- Awards/Certificates
- Programs - concerts, plays, etc.
- Tickets - concerts, plays, etc.
- Student worksheets
- Student workbooks
- Parent/Teacher conference records
- Student tests - Benchmarks, DCCs, etc.
- Vocabulary books
- Conduct cards
- Flash cards
- Newsletters
- Labels
- Brochures
- Flyers
- Student passes
- Postcards
- Student planners
- Faculty/Staff planners
- Posters

Commonly requested artwork includes...

- Logos
- Mascots
- T-shirts
- Online/web graphics
- Brand standards for schools
- Form creation
- Flyer designs