

# PRINT SHOP



## PRINTING GUIDE 2023-2024



# PUBLICATION SERVICES

It is our goal to provide you with the highest quality service at or below outside printing vendor prices. If you don't see a product/service listed that you currently outsource, let us know. We are always looking to see how we can expand our services to better serve our IUSD community!

## GENERAL CONTACT INFO

### Email

[printshop@iusd.org](mailto:printshop@iusd.org)

### Phone

(949) 936-8685

### Website

[iusd.org/publicationservices](http://iusd.org/publicationservices)

### Submit Print Order

[iusd.webdeskprint.com](http://iusd.webdeskprint.com)

## TEAM MEMBERS

### John van Doleweerd

*Foreman*

(949) 936-5326

[JohnVandoleweerd@iusd.org](mailto:JohnVandoleweerd@iusd.org)

### Ken Kafton

*Lead Press Operator*

(949) 936-8463

[KenKafton@iusd.org](mailto:KenKafton@iusd.org)

### Justin Clark

*Publications Technician*

(949) 936-5307

[JustinClark@iusd.org](mailto:JustinClark@iusd.org)

### Ignacio "Nacho" Montes

*Bindery Assistant*

*(Part-Time)*

[IgnacioMontes@iusd.org](mailto:IgnacioMontes@iusd.org)

## HOURS

### MON - FRI

7:00 AM - 3:00 PM

*closed on district  
holidays and weekends*

## PICKUP

### IUSD M&O

100 Nightmist  
Irvine, CA 92618

## DELIVERY

District departments and  
school orders are  
delivered via IUSD  
Warehouse M-F,  
between 7am-12pm.

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# SERVICES OFFERED

## **Black and White Copies**

One- or two-sided copies, 8-1/2"x11" up to 11"x17".

Paper stocks: light weight papers up to 110 lb. cover stock.

## **Full Color Printing**

Sizes: 8-1/2"x11" up to 11"x17". We have two options: 1) INKJET copier (Comcolor), prints a "good quality" color copy for a lower cost, or 2) LASER copier (Canon ImagePress), produces a "best quality" document for a few cents more. Unless specified otherwise, color print orders will automatically default to ImagePress.

## **Wide-Format Posters**

Poster Material: 100# White Cardstock

Sizes: 20"x28", 23"x35", 28"x40"

Poster Material: White Glossy Poster Roll (Thin / 9 mil weight)

Sizes: Custom sizes available! Recommended sizes: 18"x24", 24"x36", 36"x48"

## **Banners**

Sizes: 36" and 60" widths available. Length should be a minimum of 24".

Banner Material: 15 mil Vinyl, 24 lb. and 45 lb. matte banner paper.

## **Stand Up Banners**

Type: Retractable Banner

Width: 36" width by 82" height.

Material: 8 mil matte paper, stand, carrying/storage bag.

Type: Tension Banner

Width: 31.5" width by 72" height.

Material: 15 mil Vinyl, black stand, carrying/storage bag.

## **The following are examples of projects we print throughout the district:**

Stapled Packets • Straight Copies • Vinyl Banners  
Paper Banners • Posters • Envelopes • Curriculum Books  
Letterhead • Business Cards • Writing Paper • Calendars  
Bell Schedules • Hallway Passes • Stationery • Postcards  
Notepads • NCR Forms • Student Reward Tickets • Paper Name Plates  
ODR forms or pads • Placement Cards • Certificates  
Student Planners • Conduits • Counselor Slips • Newsletters  
Programs • Memory Books • Custom Tab Dividers

# TIMELINES

Normal turnaround time is

**3-5 business days**

from the date the order is received in the Print Shop.

*Large distributions, spiral binding, programs and directories require additional time.*

## **April - June**

This is the beginning of peak season for the shop. Production time can increase to 7-10+ business days.

*During this time we are printing Graduation/Promotion programs, certificates/awards, end of year newsletters, year round school orders, end of year performance programs, advertisements and summer school orders.*

## **Summer**

Summer is the busiest time of year for the print shop! Most schools will submit the bulk of their orders for the beginning of the following year right before school is out. For these orders, please indicate your “must have” date by changing the default due date or including it in the special instructions. This helps the shop properly allocate production time for the entire summer.

*During this time we are printing year round school orders, student planners, PTA material, fall science lab manuals and traditional school orders needed by the start of the next school year.*

## **“Bill Next Year”**

For orders that are submitted early summer (before June 30th) but that need to be billed for the following school year, include “BNY” or “Bill Next Year” in the job title of your order. This helps us flag your order so that we don’t mark it shipped until after July 1st. An email will be sent out to schools in April with the date that the shop can begin accepting these types of orders.

# COPYRIGHT WARNING

**When using the IUSD Print Shop, you agree that you represent and warrant that you have the lawful right to distribute and reproduce the content you are submitting. You remain solely responsible and liable for your submission.**

Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use. Section 107 calls for consideration of the following four factors in evaluating a question of fair use:

- **Purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes:** Courts look at how the party claiming fair use is using the copyrighted work, and are more likely to find that nonprofit educational and noncommercial uses are fair. This does not mean, however, that all nonprofit education and noncommercial uses are fair and all commercial uses are not fair; instead, courts will balance the purpose and character of the use against the other factors below. Additionally, “transformative” uses are more likely to be considered fair. Transformative uses are those that add something new, with a further purpose or different character, and do not substitute for the original use of the work.
- **Nature of the copyrighted work:** This factor analyzes the degree to which the work that was used relates to copyright’s purpose of encouraging creative expression. Thus, using a more creative or imaginative work (such as a novel, movie, or song) is less likely to support a claim of a fair use than using a factual work (such as a technical article or news item). In addition, use of an unpublished work is less likely to be considered fair.
- **Amount and substantiality of the portion used in relation to the copyrighted work as a whole:** Under this factor, courts look at both the quantity and quality of the copyrighted material that was used. If the use includes a large portion of the copyrighted work, fair use is less likely to be found; if the use employs only a small amount of copyrighted material, fair use is more likely. That said, some courts have found use of an entire work to be fair under certain circumstances. And in other contexts, using even a small amount of a copyrighted work was determined not to be fair because the selection was an important part—or the “heart”—of the work.
- **Effect of the use upon the potential market for or value of the copyrighted work:** Here, courts review whether, and to what extent, the unlicensed use harms the existing or future market for the copyright owner’s original work. In assessing this factor, courts consider whether the use is hurting the current market for the original work (for example, by displacing sales of the original) and/or whether the use could cause substantial harm if it were to become widespread.

In addition to the above, other factors may also be considered by a court in weighing a fair use question, depending upon the circumstances. Courts evaluate fair use claims on a case-by-case basis, and the outcome of any given case depends on a fact-specific inquiry. This means that there is no formula to ensure that a predetermined percentage or amount of a work—or specific number of words, lines, pages, copies—may be used without permission.

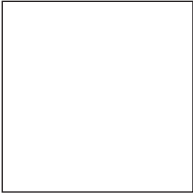
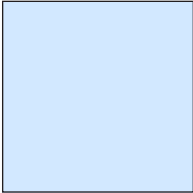
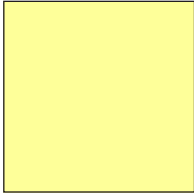

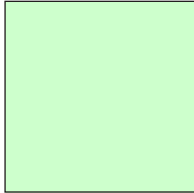
Please note that the Copyright Office is unable to provide specific legal advice to individual members of the public about questions of fair use. See [37 C.F.R. 201.2\(a\)\(3\)](https://www.copyright.gov/faq/2012/01/20120123.html).

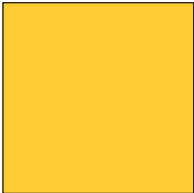
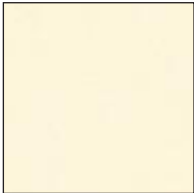
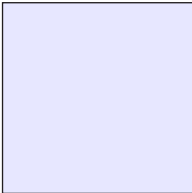
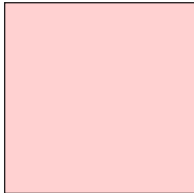
<https://www.copyright.gov/fair-use/more-info.html>



# 20 LB. BOND

A general use, lightweight paper used for manuals, reports, letters, forms and flyers.  
Paper colors may vary slightly with mill run.

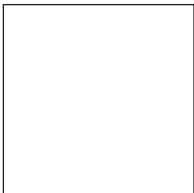

<b>White</b>  <u>Paper Size</u> 8.5" x 11" 8.5" x 14" 11" x 17"	<b>Blue</b>  <u>Paper Size</u> 8.5" x 11" 8.5" x 14" 11" x 17"	<b>Canary</b>  <u>Paper Size</u> 8.5" x 11" 8.5" x 14" 11" x 17"	<b>Gray</b>  <u>Paper Size</u> 8.5" x 11"	<b>Green</b>  <u>Paper Size</u> 8.5" x 11" 8.5" x 14" 11" x 17"
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<b>Goldenrod</b>  <u>Paper Size</u> 8.5" x 11" 8.5" x 14" 11" x 17"	<b>Ivory</b>  <u>Paper Size</u> 8.5" x 11" 11" x 17"	<b>Orchid</b>  <u>Paper Size</u> 8.5" x 11"	<b>Pink</b>  <u>Paper Size</u> 8.5" x 11" 8.5" x 14" 11" x 17"
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# 24 LB. BOND

The 24 lb. bond paper is a general use, lightweight paper. It has slightly less show through than the 20 lb bond white paper when printed double sided.

Capitol Bond is nice quality paper for letterhead with a watermark embedded.

<b>White</b>  <u>Paper Size</u> 8.5" x 11"	<b>Capitol Bond</b>  <u>Paper Size</u> 8.5" x 11"
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# 60 LB. ASTROBRIGHT TEXT

A general use, lightweight paper used for manuals, reports, letters, forms and flyers.

Paper colors are brighter and more vibrant than the bond colors.

**Stardust White**



Paper Size  
8.5" x 11"

**Re-entry Red**



Paper Size  
8.5" x 11"

**Pulsar Pink**



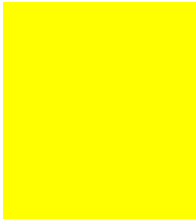
Paper Size  
8.5" x 11"  
\*Hot Pink\*

**Orbit Orange**



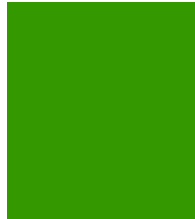
Paper Size  
8.5" x 11"

**Solar Yellow**



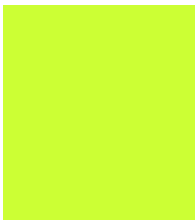
Paper Size  
8.5" x 11"

**Gamma Green**



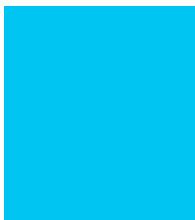
Paper Size  
8.5" x 11"

**Terra Green**



Paper Size  
8.5" x 11"

**Lunar Blue**



Paper Size  
8.5" x 11"

**Planetary Purple**



Paper Size  
8.5" x 11"

### 60 LB. ASTROPARCHE TEXT

These stocks have an antique mottled pattern and are recommended for certificates, letterheads and invitations.

This parchment-type paper should only be printed on one side due to bleed through, however, it will print fine with a two-sided copy if you only use black ink and the ink coverage is light (text only or minimal graphics).

**White**



Paper Size  
8.5" x 11"

**Natural**



Paper Size  
8.5" x 11"

**Sand**



Paper Size  
8.5" x 11"

**Light Blue**



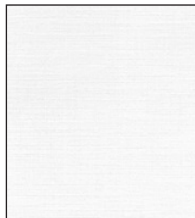
Paper Size  
8.5" x 11"

### 70 LB. LINEN TEXT

Linen is a semi-rough paper that emulates the look of linen cloth with slightly lifted grooves to give a textured feel. This paper is recommended for certificates, newsletters, letterheads and invitations.

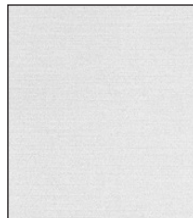
White is available in 8.5 x 11, other sizes are Special Order. Gray is only available by Special Order.

**White**



Paper Size  
8.5" x 11"

**Gray**



Paper Size  
8.5" x 11"

# 65 LB. ASTROBRIGHT COVER

Miscellaneous bright colors. This paper can be used for programs, covers and other general purpose printing.

**Stardust White**



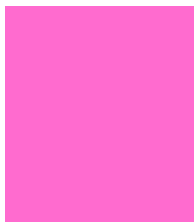
Paper Size  
8.5" x 11"

**Re-entry Red**



Paper Size  
8.5" x 11"

**Pulsar Pink**



Paper Size  
8.5" x 11"  
\*Hot Pink\*

**Orbit Orange**



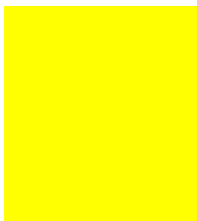
Paper Size  
8.5" x 11"

**Galaxy Gold**



Paper Size  
8.5" x 11"

**Solar Yellow**



Paper Size  
8.5" x 11"

**Gamma Green**



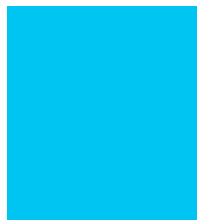
Paper Size  
8.5" x 11"

**Terra Green**



Paper Size  
8.5" x 11"

**Lunar Blue**



Paper Size  
8.5" x 11"

**Planetary Purple**



Paper Size  
8.5" x 11"

# 65 LB. ASTROPARCHE COVER

These stocks have an antique mottled pattern and can be used for invitations, notecards and program covers.

This heavier stock is a “Special Order” paper and may require additional production time depending on availability.

**White**



Paper Size  
8.5" x 11"

**Natural**



Paper Size  
8.5" x 11"

**Sand**



Paper Size  
8.5" x 11"

**Light Blue**



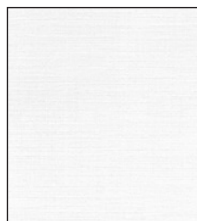
Paper Size  
8.5" x 11"

# 80 LB. LINEN COVER

Linen is a semi-rough paper that emulates the look of linen cloth with slightly lifted grooves to give a textured feel. This paper is recommended for awards, invitations, business cards, stationery and the cover for programs.

White is available in 8.5 x 11, other sizes are Special Order. Gray and Blue are only available by Special Order.

**White**



Paper Size  
8.5" x 11"

**Gray**



Paper Size  
8.5" x 11"

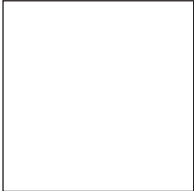
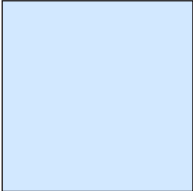
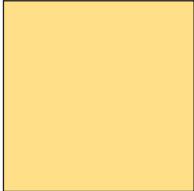
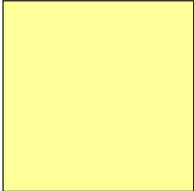
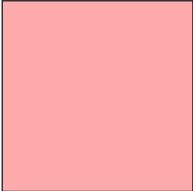
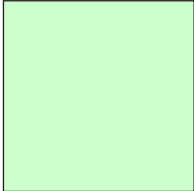
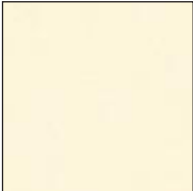

**Blue**



Paper Size  
8.5" x 11"

# 110 LB. INDEX

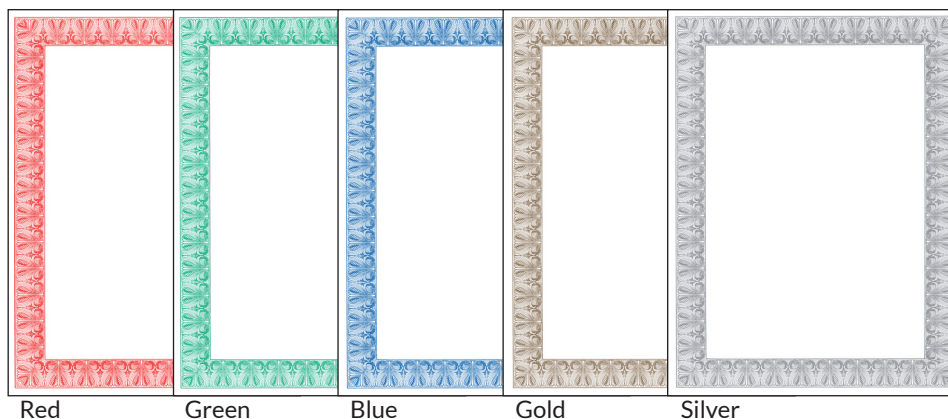
A durable, general purpose card stock used for postcards, brochures, dividers, tickets, programs and file cards. Paper colors may vary with mill run.

<div><div>White</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>	<div><div>Blue</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>	<div><div>Buff</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>
<div><div>Canary</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>	<div><div>Cherry</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>	<div><div>Green</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>
<div><div>Ivory</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>11" x 17"</div></div></div>	<div><div>Gray</div><div></div><div><div>Paper Size</div><div>8.5" x 11"</div><div>8.5" x 14"</div><div>11" x 17"</div></div></div>	

# CERTIFICATE BORDERED PAPER

These colored borders are printed on 8.5" x 11" 70lb White Linen Text and available to add to any document for printing.

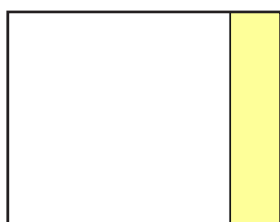
Personalization (such as student names, dates etc) is also available. Please email the shop to inquire about the process for this service.



# NCR CARBONLESS PAPER

This 20lb. paper is available in 8.5" x 11" size sheets and come in the order that they are shown below.

## 2 Part NCR

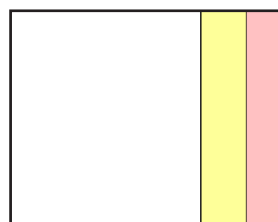


White / Canary

8.5" x 11"

250 sets per ream

## 3 Part NCR

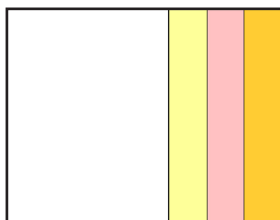


White / Canary / Pink

8.5" x 11"

137 sets per ream

## 4 Part NCR

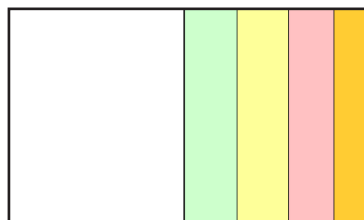


White / Canary / Pink /  
Goldenrod

8.5" x 11"

125 sets per ream

## 5 Part NCR



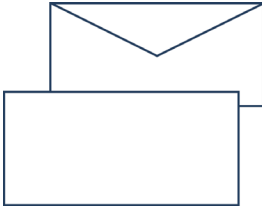
White / Green / Canary /  
Pink / Goldenrod

8.5" x 11"

100 sets per ream



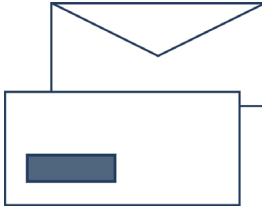
**Envelopes  
WHITE**



Sizes:  
#9  
#10

500 per box

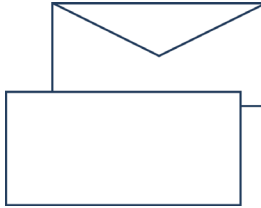
**Envelopes  
WHITE w/Window**



Sizes:  
#10  
Available in Left or  
Right window.

500 per box


**Envelopes  
\*Special Order\***



Sizes:  
#10 Linen  
#10 Parchment

500 per box

**Envelopes  
WHITE**

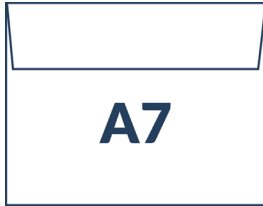


**A2**

Sizes:  
#A2 Linen  
(5-3/4" x 4-3/8")  
*Corresponds with A2  
Notecard size.*

250 per box

**Envelopes  
WHITE**




**A7**

Sizes:  
#A7 Linen  
(7-1/4" x 5-1/4")  
*Corresponds with A7  
Invitation size.*

250 per box

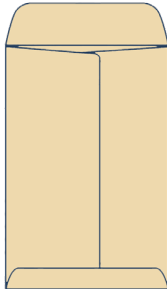
**Catalog  
WHITE**



Sizes:  
6" x 9"  
6-1/2" x 9-1/2"  
9" x 12"  
9-1/2" x 12-1/2"  
10" x 13"

500 per box

**Catalog  
MANILA**



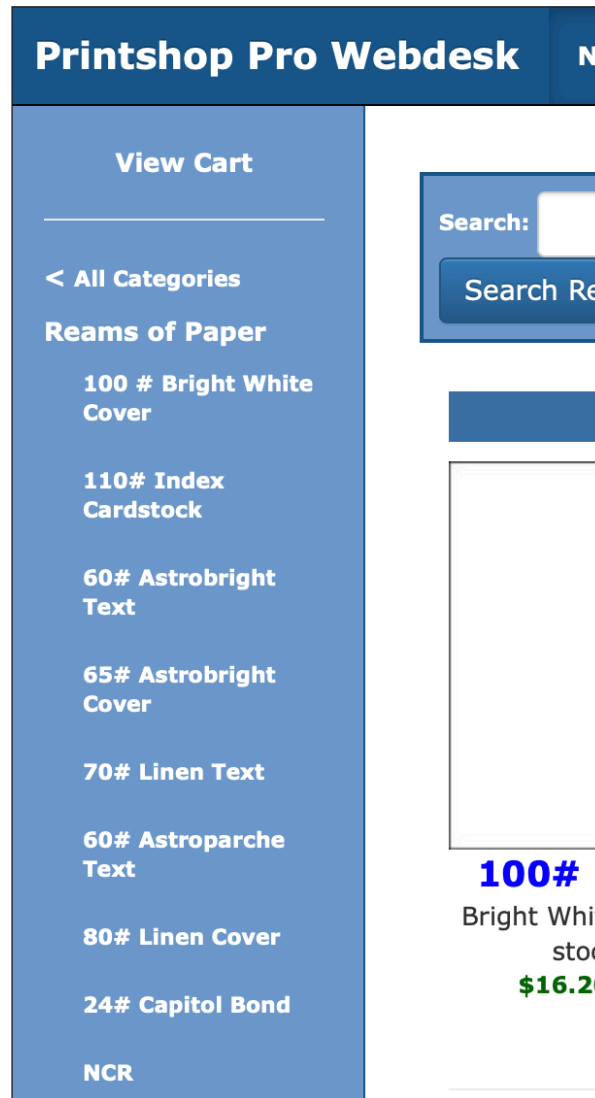
Sizes:  
6" x 9"  
6-1/2" x 9-1/2"  
9" x 12"  
9-1/2" x 12-1/2"  
10" x 13"

500 per box



This section of our website is for items that are “ready to order”. All of the printing details have been pre-selected and files are attached. The items are not stocked (with the exception of blank paper), they are printed on demand. The ordering process is similar to online shopping, just select the item, add to cart and update the quantity needed before checking out. Some items may have special instructions for ordering, please read the description to make sure you are ordering correctly.

# REAMS OF PAPER



Here you will find blank paper stock sold by the ream.

NCR paper reams come blank and unglued.  
Currently, only the 5 part NCR is available through Store Orders.

*Due to limited space in our warehouse, we have to limit orders  
to a maximum of 3 reams per stock.*

# BORDERED CERTIFICATES

View Cart

< All Categories

Bordered Certificates

Products In Bordered Certificates



**Certif Borders**  
Blue Certificate Borders-8.5x11, Sheet  
\$0.06 per Sheet



**Certif Borders**  
Red Certificate Borders-8.5x11, Sheet  
\$0.06 per Sheet



**Certif Borders**  
Gold Certificate Borders-8.5x11, Sheet  
\$0.06 per Sheet



**Certif Borders**  
Silver Certificate Borders-8.5x11, Sheet  
\$0.06 per Sheet



**Certif Borders**  
Green Certificate Borders-8.5x11, Sheet  
\$0.06 per Sheet

The certificates offered under this category are the same available for us to print on under printing orders.

When purchasing under store orders, you will receive the certificate paper printed with the border only.

*The minimum order quantity is 25 sheets.*

# DISTRICT CURRICULUM

View Cart

< All Categories

District Curriculum

HMH Journeys Student Edition (Kinder)

HMH Journeys Blend It Books

HM Medallion Phonics Library (Original Font)

HM Medallion Phonics Library (Enlarged Font)

HM Medallion Decodable Readers

HM Medallion Dictation (Enlarged Font)

HM Readers Library Blackline Masters

HM I Love Reading

HM Theme Skills Test

HM High Frequency Word Grids

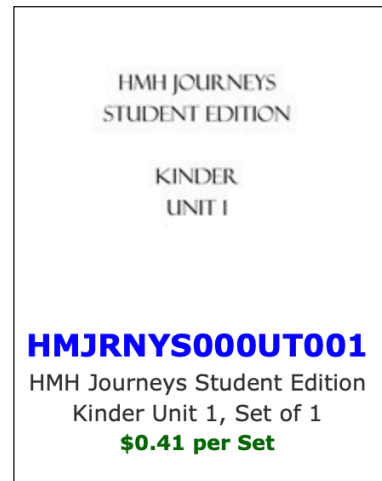
Real Word Chains

VH Factwise Flashcards

Study Sync

VH Tuning Up Computationally

EXAMPLE:



HMJRNY000UT001

HMH Journeys Student Edition Kinder Unit 1, Set of 1

Price

Delivery

Details

Ordering Instructions

\$0.41 per Set (of 1)

5 to 14 days

HMH Journeys Student Edition KINDER /Unit 1 ONLY /Total # of Books: 10 /Please allow up to 2 weeks for printing OR delivered by 1st week of school

Order ONE UNIT per Store Order Number

Add to Cart

Continue Shopping

View Cart

HMH JOURNEYS  
STUDENT EDITION

KINDER  
UNIT 1

View PDF

This category contains all district curriculum that was provided to us (in hard copy or digital format) to allow staff to quickly order.

**Please read the details and ordering instructions for each curriculum carefully.** Some are sold in groups (ex. Units 1-3), others are sold per unit due to the high quantity of books per unit.

PDF files are attached to each listing, please review them to ensure you are ordering exactly what you need.

If you don't see a curriculum listed or need specific books printed within a file, do **NOT** order through Store Orders. Please submit any custom orders under Printing Orders so that you are **charged correctly**. *When submitting the order as a print order, please make sure to download the file from store orders and attach it to the printing order with the custom printing directions.*

# WRITING PAPER

We have taken the most popular writing paper orders and created ready to go orders in this category. The writing paper is printed on demand but there's no need to worry about supplying a file, just add to cart and update the quantity of reams you need.

**View our complete collection online!**

[illegible][illegible][illegible][illegible][illegible]

# FORMS

[illegible]

75.80146

Legitimate Educ. Interest to Review Pupil Records,  
Sheet

This form is sold by the sheet (2 forms per sheet).

# NOTEPADS

All notepads are sold in packs of 4 and come glued at the top for easy tear-off.

***These are not sticky notes.***

[illegible]

IRVINE UNIFIED SCHOOL DISTRICT

[illegible]

**Week of** \_\_\_\_\_

Monday	Tuesday	Wednesday	
Thursday	Friday	Notes	

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# BLANK ENVELOPES



Currently, only A2 White Linen Envelopes are available under Store Orders. These envelopes are blank and will not be printed. If you need printed envelopes, submit the entire order under Printing Orders.

ENVA2LINWHITE

A2 Linen Envelopes (White), Item

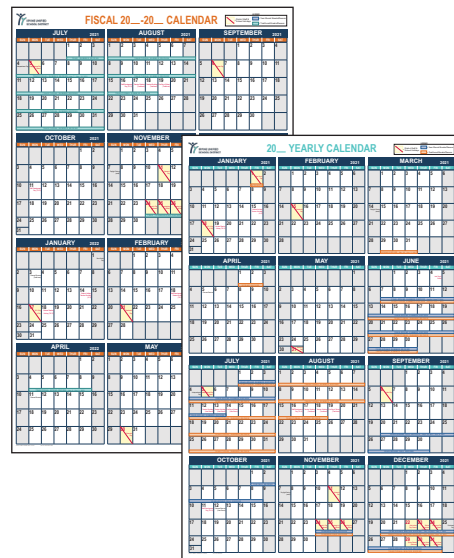
# DISTRICT CALENDARS

Here you will find calendars that list all district holidays as well as break periods for both traditional and year round schools. The calendars come in either calendar or fiscal year format and are updated yearly in the fall.

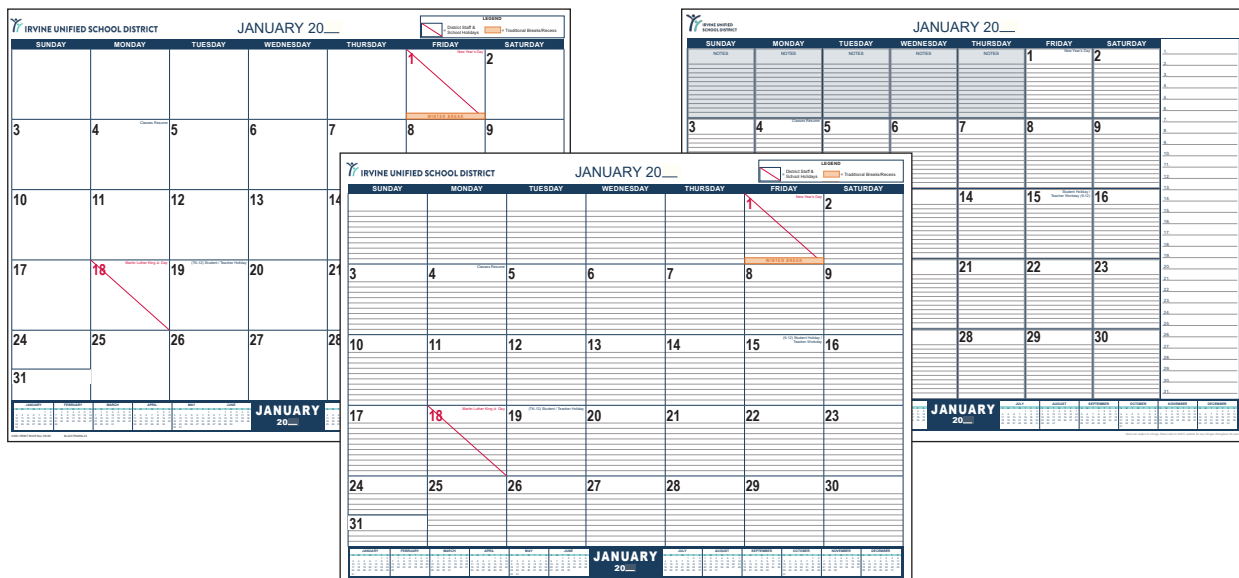
## 3 Month Calendars



## Fiscal/Yearly Calendars



## Deskpads



# BINDERY GLOSSARY

## COLLATE

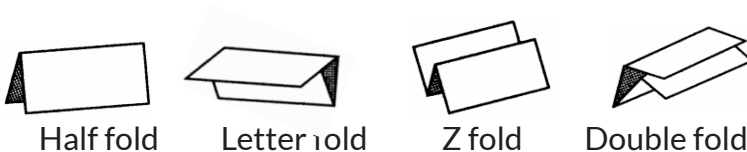
The gathering of several sheets together in sequence; ie. pages 1, 2, 3, 4, etc. printed in sequence.



## CUT/TRIM

Our Print Shop has a large guillotine/cutter for trimming jobs as small as 2”.

## FOLD



## GROUPING

Gathering of the same sheets together, i.e. Grouping can be done with collated or non-collated materials that need to be counted out or divided into stacks. *For example:* a teacher might order 140 total SETS/(copies) of a file (for 4 classrooms), and ask that it be divided into 4 groups of 35 (35 copies for each of the 4 classrooms). *Please add a note on your job ticket if you would like your order to be grouped this way.*

## HOLE PUNCHING

The standard hole-punch has 3-holes for inserting copies into a notebook. Another option is a 2-hole punch. For “special orders” that require a 1- or 2-hole punch, please provide a sample of the hole placement.

## NOT COLLATED

Orders not collated have the same sheets gathered together, separated into individual stacks.



## PAD

Pads have sheets combined together, with a glue compound applied on one edge. Padding can be used for notepads or ticket books, etc. Works best with lightweight papers. Standard pads have 50 sheets, but we can also make pads with 25 or 100 sheets, etc.

NOTE: You will also find that NCR carbon copies are glued together on one edge, but it's not necessary to choose padding for this type of order. The cost to glue NCR sheets together is automatically configured into the NCR paper charge. NCR copies will always be glued unless requested otherwise.

# BINDERY GLOSSARY CONT'D.

## PERFORATING / NUMBERING

We can add perforations or numbers onto your order (i.e. on tickets).

## SADDLE-STITCHED BOOKLETS

Sheets folded in half with 2 staples in the center of the fold to create a booklet. (Maximum sheets of paper that can be saddle-stitched is 20, this includes the cover sheet). \*Booklets folded in half with more than 20 sheets of paper (80 total pages) will require additional production time, and these booklets will need to be sent to an outside vendor for the bindery work (collating, folding in half, 2 staples in the center). \*There will be an additional charge, if sent to a vendor for bindery.

## STAPLE

Maximum number of sheets the copy machines can staple is 70 (except for saddle-stitching).



Staple 1 Top



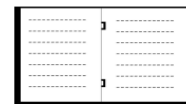
Staple 1 Top  
Landscape



Staple 2 Top  
Landscape



Staple 2 Side



Staple 2 Center  
(saddle-stitch)



Staple 3 Side  
(the 3rd staple is added manually and may require additional time)

## SPIRAL BINDING / COIL BINDING

The holes for coil binding are usually either round or oval shaped. Depending on the size and spacing of the hole pattern, there will be 43 or 44 holes on an eleven-inch binding edge. Coils come in clear plastic.

