

SUBMITTING ORDERS

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PDF files are preferred and should be of good quality with high resolution graphics to get the best result, with fonts embedded, if you know how.

For employees of IUSD, attach/upload PDF files to your [WebDesk](#) Job Ticket (online preferred), or send a hard copy to be scanned through District mail with a Print Shop Work Order/Job Ticket ([click here](#)). If you are a teacher and not registered to use the PSP [WebDesk](#), please check with your site's Admin. Asst. before emailing or sending your order through interoffice mail. The Admin. Asst. may be able to submit the order for you.

If you are not registered for WebDesk and are an IUSD employee or from a PTA or other outside client group, please contact the Print Shop for information on how to "register" for our online order system called WebDesk. Send an email to: printshop@iusd.org

This is the type information you will need to know before submitting an order:

1. **describe your order:** copies, booklet, notecards, notepads, business cards, posters, banners, etc.
2. **how many copies (sets)** do you need,
3. will they be **1-sided** or **2-sided** copies,
4. what **type paper** (Bond, Index, Astrobright, etc.; see Publication Info Book for paper types & colors: [click here](#))
5. will your order require a **cover** (front only or front & back),
6. **color of paper,**
7. **color of ink** – do you want color copies or all black ink?
We have two options for color copies: **XC800** (more expensive/best quality) or **ComColor** (less expensive/good quality). Our system defaults to the ComColor, unless you tell us that you want the best qualityXC800 color copies.
8. **size of the paper** the order should be printed on,
9. **bindery** — will your order require other finishing/bindery work — staples, collating, comb binding, 3-hole punch, trimming/cutting, etc.
10. **date due**, when do you need your order,
11. **shipping** — we automatically ship the completed order to the school site, unless it is an outside group/not part of IUSD, or if there is a note added on the job ticket that you would like to pick it up. We can ship PTA orders to the school sites. In-house District jobs that are completed will be sent the day after the order is completed via the IUSD Warehouse delivery drivers (Mon.-Fri., except on holidays), usually delivered before noon.
12. **budget number** (that usually ends in "5711) — a school or District account number the order should be charged to. These orders will show up on a charge-back report.
For outside client/non-profit groups (i.e. PTA, ASB, booster club, etc.), they should also have a special account number set-up. Outside groups will be sent an invoice the month following when the order is shipped.
Contact printshop@iusd.org to set up a new acct.

Normal turnaround time is approx. 3-5 business days. During our busy months of May-Sept., the time required to complete your order may be approximately 7-10 business days.

Click here for link to: [Publication Services website](#)