

MAISD



**Muskegon Area
Intermediate School District**

A white paper airplane is shown in flight, angled upwards from the bottom left towards the top right. The background is a dark blue gradient with a subtle light effect behind the plane.

Document Center Pricing Guide

& Helpful Hints

Pricing Revised: October 2008

MAISD Document Center Services

The MAISD Document Center serves local school districts and nonprofit organizations by providing full color and black/white printing or copying.

The center is equipped with a high-speed Xerox Nuvera 120, 4110, and DocuColor 240. We also have bindery and finishing equipment to complete your printing project.

Files can be transferred and processed electronically. The resulting images are so clear because every print is an original!

The Document Center follows the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted materials.

For more information:

Contact Karen Knowles or
Debra Kukulski

Phone 231-767-7245

Fax 231-773-3498

Email print@muskegonisd.org

Hours 7:00 a.m. till 5:30 p.m.



Submitting Your Request

Submitting a job request is easy. Fill out a MAISD Print Request form and return it with your job to the Document Center.

If you are submitting a job request from a local school, you must obtain proper approvals within your district. At the end of each month, your district will be invoiced for print/copy services.

Electronic files can be sent to our e-mail address at print@muskegonisd.org. A fax copy or printed sample must accompany your file for printing. Please contact us before submitting any files via e-mail.

You may also bring a USB drive or CD, with your file attached, into the Document Center during regular business hours.

The MAISD Document Center is compatible with the following software programs:

- ◆ Microsoft® Excel
- ◆ Microsoft® PowerPoint
- ◆ Microsoft® Publisher
- ◆ Microsoft® Word
- ◆ Adobe® InDesign
- ◆ Adobe® Acrobat - PDF

Please allow several days for your request to be processed. We will call you when your job is complete. The MAISD also delivers to our local school districts daily.

If you need your print/copy job stored for future runs, the Document Center will save your files electronically.

Black & White or Color Printing

Black & White Prints/Copies:

Includes 20# bond paper in white or pastel colors.

Letter Size (8.5 x 11)

Single Sided 4½¢

Double Sided 6½¢

Tabloid Size (11 x 17)

Single Sided 7¢

Double Sided 11¢

Transparencies (8.5 x 11) 25¢

Color Print/Copies:

Includes 28# text weight and 60#, 80# or 90# cover stock.

Letter Size (8.5 x 11)

Single Sided 35¢

Double Sided 70¢

Legal or Tabloid Size (8.5 x 14 or 11 x 17)

Single Sided 55¢

Double Sided \$1.00

Transparencies (8.5 x 11) 55¢

Special paper and cover stock are available to complement your printed piece. We have pastels, brights, textures, and parchment in stock. Added cost for special paper varies on your selection.

Large volume printing may receive a discounted price of 10% with impression counts over 1,000 for color images and/or 30,000 for black/white images. Discounts must be preapproved before project begins.

Additional Services and Finishing

Besides basic printing/copying, the MAISD Document Center offers the following:

Carbonless Forms

2-Part Set	15¢
3-Part Set	22¢
4-Part Set	28¢

Printed Tabs

3-Part Set	29¢
5-Part Set	48¢

Note Pads (50 sheet printed pad)

4¼ x 5½	50¢
5½x 8½	\$1.00

To ensure the highest quality and fastest turnaround time, please contact us **before** you begin your layout. We can provide

tips that will make your job easier and allow the print and bindery process to flow smoothly. When your project is ready to produce and has been submitted electronically or in hard copy, we will print a proof to resolve any alignment or other production issues before we begin printing your job.

File manipulation and adjustments are sometimes required and will be charged at \$25 per hour. This includes opening files, text additions or deletions, and photo cropping.

Finishing services are also charged at \$25 per hour. Stapling, collating, machine booklet or letter folding, cutting, 3-hole punching, and forms padding are some services offered.

Planning and Creating Your Document

Purpose and Style:

Decide what you want to promote and how the final printed piece should look. Choose a style and a visual tone. Be consistent and use the same colors and fonts for common items such as brochures, posters, and flyers. Always allow for white space in your publication.

Text:

Use more than one type of font. A **serif** (font with feet) and a **sans serif** (font with no feet) can work well together. Avoid using too many font types. Emphasize words by **bolding**, *italics*, or font size. Sans serif fonts work well as headlines in 14 point or larger. Body text should generally be 10 to 12 point in a serif font.

Photos & Clip Art:

Photos and clip art should support the subject of the printed piece. Leave space between text and photos or clip art to help make the document easier to read. Crop and resize photos to obtain the desired effect. Never stretch a photo or clip art to fill space.

Color:

Success in your publication comes from consistently using a few well-chosen colors. Use color sparingly by designing with one or two colors in addition to the text color. Highlight **single words** in a sentence in color. Bolder, heavier typefaces, especially sans serif fonts, are easier to read in color than lighter, serif fonts.