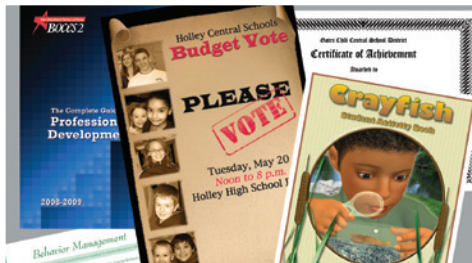




Printing and Graphics Services

A full service print shop for all of your graphic design, pre-press, digital and offset printing and finishing needs.



Student achievement and school success drives the Monroe 2-Orleans BOCES Printing & Graphics Services Group. We can design and produce most types of documents from: curriculum guides to calendars; tests to awards; school & district newsletters to annual reports.

The Printing and Graphic Services Group works closely with our component school districts to achieve student success. From teaching materials to communication tools, we pride ourselves on designing and printing cost effective, quality products.

Our staff is here to ensure that you receive expert assistance and prompt service. The goal of the Printing & Graphic Services group is to ensure that you receive on-time delivery, quality design and printing, and the most cost-effective price for your project.

Together, our eight staff members have a combined 80+ years in the printing and graphics industry, and bring diverse expertise to our service. We are dedicated to meeting the routine and customized needs of our customers.

The Monroe 2-Orleans BOCES Printing and Graphics Service supports the education of students at BOCES 2 and our component districts, providing the best service possible by meeting customer needs for:

Quality
Turnaround
Cost-effectiveness

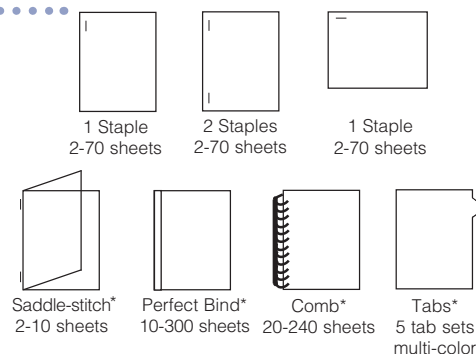
Services Offered

- Graphic Design and Prepress Services
- Full Color Digital Printing (smaller quantities = up to 1500)
- High Speed Black & White Digital Printing
- 1 to 4 Color Offset Printing
- Large Format Inkjet Printing (up to 24 x 36 inches)
- Variable Data Services



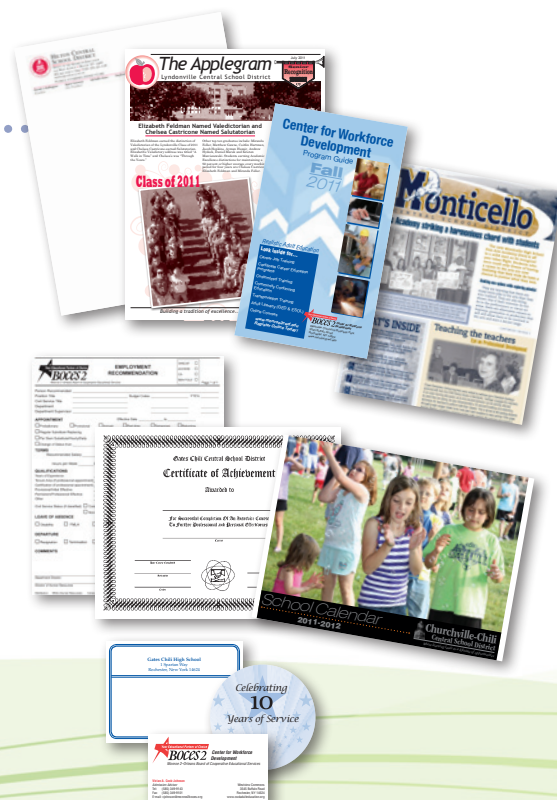
Finishing Options

- Saddle Stitch
- Staples
- Comb Binding
- Perfect Binding
- Laminating
- Poster Mounting
- Multiple Folding Options
- Padding
- Hole Punching/Drilling



Job Types

- Brochures, Pamphlets, and Flyers
- Posters
- Newsletters
- NCR (carbonless forms)
- Booklets and Manuals
- Calendars
- Letterhead, Envelopes, and Business Cards
- Teaching and Testing Materials
- Certificates, Awards, Buttons, Invitations, Programs, and Other Special Event Items
- Folders
- Special Publications
- Shipping Labels, Name Tags, Seals, and Other Adhesive Products



How do I submit a job?

Jobs can be submitted through inter-office mail to the BOCES 2 Print Shop using the Printing and Graphics Services form or faxed to 349-9065. Additionally, jobs and paperwork can be submitted electronically through e-mail to printshop@monroe2boces.org. *Please call 349-9074 for details or visit www.monroe2boces.org/printshop.

*Larger files can be zipped and uploaded via our FTP site: <http://www2.monroe2boces.org/printjobs>.

The form is titled 'BOCES 2 PRINTING AND GRAPHICS ORDER FORM' and includes sections for 'Job Details', 'Pricing', 'Shipping', and 'Contact Information'. It contains checkboxes for various options like 'Two-sided', 'Color', and 'Folding'. There are also fields for 'Quantity', 'Due Date', and 'Comments'.

What types of equipment does the Print Shop use?

We print using digital presses (laser print: both full color on a Konica Minolta 6501 and black & white on a Konica Minolta 1050 and 1051) and offset presses (traditional ink).

The KM 6501 produces full color documents and is best suited for projects with a smaller quantity (under 1500 sets).



The KM 1050s quickly print black and white copies and offer inline finishing such as stapling, perfect binding and saddle stitching (10 to 300 sheets).

Our offset presses can print 1 to 4 colors and reproduce most of the projects with larger quantities. The four color printing process on the traditional press replaces the full color digital printing of the KM 6501 to cost effectively print large quantities (over 1500 sets) of full color projects. We can also print posters and banners up to 24 x 70 inches.

Below are tips we offer to assist you in getting the most from our service:

- Whenever possible, select two-sided printing. This will save not only trees but paper cost. Jobs that are printed two-sided are half the weight, something to consider if you have to carry or mail your jobs to another location.
- Please provide detailed and complete specifications for your job including name, delivery location, paper stock, and finishing options.
- Please provide a specific date for delivery and indicate if a proof is required.
- If you are going to submit a job via e-mail, convert your file to a PDF with embedded fonts and hi-resolution graphics. Submit via the button on the electronic form.
- Original documents and electronic files will provide the best quality reproduction.
- Give us a call at 349-9074 if you have any questions or special instructions for your job.



What paper is available?

STANDARD PAPERS:

KM 1050s (digital B&W):
20 lb. 8½ x 11 white paper.


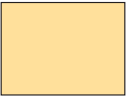














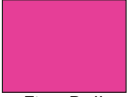




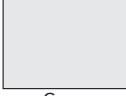


KM 6501 (digital color):
28 lb 11 x 17 white

Offset Press: Multiple sizes

We also, stock 32 lb. white matte coated and 80 lb. white gloss coated papers for printing on the digital color and offset presses.

In addition to these standard papers we also stock carbonless (NCR 2, 3, 4, and 5-part) paper, No. #9 and No. #10 white envelopes, 20 lb. watermarked letterhead paper, and various colors of text and cover weight paper (e.g. blue, yellow, green, red, pink, lilac). Because we bid the paper for the best price, there may be slight differences in paper color and brightness. If you need a specific paper we can order that for your job.

Below are the assorted colors that may be available. All sizes and stocks may not be available.

					
Ivory	Buff	Solar Yellow	Canary	Lift-off Lemon	Goldenrod
					
Celestial Blue	Neptune Blue	Light Blue	Gamma Green	Light Green	Planetary Purple
					
Orchid	Pulsar Pink	Cherry	Light Pink	Fire Ball Fuchsia	Rocket Red
					
Re-entry Red	Salmon	Cosmic Orange	Gray	Tan	Special Order

Regular Copy Paper

8½ x 11 20 lb. text - white and assorted colors
8½ x 11 60 lb. text - white and assorted colors
11 x 17 60 lb. text - white and assorted colors
8 ½ x 11 65 lb. cover stock - white and assorted colors
8½ x 11 90 lb. index stock - white and assorted colors
11 x 17 65 lb. cover stock - white and assorted colors

Traditional Press Paper

(These papers are 11x17 but can be cut down to another size after printing.)

60 lb. text (uncoated)
32 lb. Mohawk (matte coated) (also 12x18)
Via (uncoated with watermark)

Color Copy Paper

(These papers are available in 8½ x 11 and 11 x 17 sizes unless indicated and are only available in white.)

28 lb. Hammermill text (smooth finish)
32 lb. Mohawk text (matte coated) (also 12x18)
80 lb. Sterling Ultra Gloss text (gloss coated) (also 12x18)
65 lb. Cover stock (smooth finish)
100 lb. Cover stock (smooth finish)
80 lb. Sterling Ultra Gloss Cover (gloss coated) (also 12x18)
10 pt. Super gloss (smooth finish on one side, high gloss coated on opposite side) (also 12x18)