



Somerset Independent School District

Print Shop

General Instructions

Printshop

Location

Somerset High School
Room # 409
7650 S. Loop 1604
Somerset, TX 78069

Contact Information

Melinda DeCock- Ext 6122
melinda.decock@sisdk12.net
Berniece Lockwood-Ext 6122
berniece.lockwood@sisdk12.net
Print Shop
printshop@sisdk12.net

Print Shop Hours

Monday- 7:30-3:30
Tuesday-7:30-3:30
Wednesday-7:30-3:30
Thursday-7:30-3:30
Friday-7:30-11:30

1. Printing Request Forms

A printing request form must be completed for each job requested. Give complete instructions. Jobs will be processed according to the instructions on the form. If the instructions are incomplete, the form will be returned to you for more information.

Print jobs can be emailed along with the form to printshop@sisdk12.net

2. Color Jobs

Color Jobs require a supervisor signature due to the expense of printing jobs in color. Color Jobs must have an instructional need for color ink.

3. Priority Printing Requests

In case of an emergency, Principals may approve priority requests. The form must be SIGNED by the principal. Please do not abuse the privilege these requests must be Hand-Carried to the print shop and personally picked up from the print shop. If the request is not submitted before 3:30 p.m., the job may not be completed by the following morning. Please do not write ASAP we need to know a date.

4. PTO's and Booster Club's

Must have a campus administrator's signature. Organizations that benefit SISD students are permitted to use print shop services.

5. Copy- Ready Originals

All items submitted for printing must be copy-ready and must be thoroughly proofed prior to submission to the print shop.

NOTE: Items will be printed as submitted.

- Submit only clear, concise copies.
- No torn, frayed, or undersized copies.
- No odd sizes will be accepted (acceptable- standard, legal, and ledger)
- Onionskin is not accepted
- No items that are cut and pasted, taped, or stapled
- Do not submit copies or masters with pencil, purple, or blue ink.



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- Do not send magazines or books to the print shop.
- make copy first and submit the copy.
- Cut off black edges from copy and make a full sized original.

If the copy quality is not acceptable, the copies will be returned to the requestor.
REMEMBER: Always make a copy of every item before submitting it for printing in case of loss or ruined copy!

6. Process Time

Please allow at least 5 working days for each job to be processed. This does not include weekends or holidays.

Large jobs require extended processing time so plan accordingly.

Include the date you need the job completed. (this does not guarantee you will receive it by then) Please do not write ASAP we need to know a date.

Test and classroom worksheets will be given priority over the other printing jobs, but remember to designate the item as a test or worksheet.

7. Quantity Requested

Please coordinate print jobs with teachers in your grade / department and check with your team leader before requesting copies. If other teachers in your department want the same item printed, it will save time if all can be printed at the same time. Please see department heads to coordinate group printing.

8. Printing Pick-Up and Delivery Service

Printing requests are picked up from campuses by the district mail service beginning at 9:00 am each morning.

Print jobs will be sent back to campuses through the districts mail service, unless otherwise indicated. The mail courier picks up print jobs at 9:00 a.m. and 12:00 p.m. for delivery.

****Processing time can be interrupted if machines are down. Progress Reports and Report Cards also take priority so please plan for delayed processing time during these periods.***