

# Shawnee Mission School District Print Shop

## *District Print Shop Services Offered:*

- Poster making (all sizes and colors)
- Banner making (all sizes and colors)
- Business Cards
- Yard / Street Signs
- Display Boards
- Enlargements
- Flags
- Laminating (over 20 kinds of laminates)
- Mounting
- Bumper stickers
- Window clings
- Floor graphics / Desk Graphics
- Vehicle stickers/decals
- Newspapers (tabloid & magazine)
- Manuals
- Badges
- Tickets
- Window Graphics
- Backdrops
- Brochures
- Stationery
- Stickers (all sizes , shapes and colors)
- Passes
- Tags
- Books and booklets
- Labels
- Newsletters
- Covers
- Letterheads
- Envelopes
- Handbooks
- Programs
- Certificates
- Pads
- Catalogs
- Carbonless paper
- Magnets
- Personalized Calendars



### Contact Info:

Steve DeAtley (Shop Manager)..... 913-993-8450

Rob Meyer (Large Format / Prepress)...913-993-8456

Cathy Everard (Lg Format / Prepress)...913-993-5456

Email: [whmeyer@smsd.org](mailto:whmeyer@smsd.org)



### "Bindery Services

Collating, booklet making, perfect binding, padding, punching, drilling, folding, stapling, cutting, numbering, etc.

### Consultation

Free professional advice is available. The combined experience represented by the staff in the Print Shop, some with over 30 years of experience in the printing industry, provides the opportunity for our users to receive expert consultation for their printing needs.

Please contact the Print Shop for help in the following areas: electronic prepress, design, job submission, large format, laminating, and all other prepress options.

## **HOW TO SUBMIT PRINT REQUESTS**

Please originate a district 4-part requisition "RQ" (the Print Shop tracks print requests using the requisition number). The requisition must be complete with description of what kind and quantity of documents wanted, coded with account string and signed. If possible, the requester should send a sample and/or a "mock-up" of the document attached to the first 2 copies of the requisition. The requester should keep the last 2 copies of the requisition.

### Submitting samples or "mock-ups":

Requesters can submit a hard copy of the document or submit an electronic copy. Electronic copies can be submitted on cd, DVD, flash drives, e-mail or through the District server. The Print Shop can output from several software packages, i.e. Quark, In Design, Word, Acrobat, Photo Shop, Publisher, and Illustrator. Call them for further clarification.