

**NEW 2015
Summer Printing
Special
Reduced-pricing
.02/side***

Teachers & Staff Copy & Print Opportunity

It's not too early to begin preparations for the next school year.
Start sending your materials to the Print Center now!

Summer orders will be accepted until June 16 for delivery in Fall 2015.

The Print, Copy & Mail Center is at your service to:

- Complete your printing needs over the summer (so you won't have to spend your valuable time standing at the copy machine).
- Ensure your order will be completed for the new school year.
- Save time and money for you, your school and our district.

It's so easy! Here's how:

Option #1:

(Hard copy/paper originals)

1. Gather your materials
2. Fill out and attach the *Summer Printing Route Slip*
3. Send or bring the materials to the Print Center, located at 1930 Como Ave., St. Paul, MN 55108

Option #2

(Electronic file)

1. Locate your files on your computer
2. Go to our website:
printcenter.spps.org
3. Complete the online order form
4. Upload your file

*Discounted pricing applies only to black/white printing on 8.5"x11" 20# white paper.

Bindery/finishing services and other paper options are available for an additional cost



**Print, Copy & Mail Center (PCMC) 1930 Como Ave. 8:00 a.m.-4:30 p.m.
Call: 651-603-5017 or E-mail: printcenter.orders@spps.org**

SUMMER PRINTING ROUTE SLIP

Print/Copy/Mail Center (1930 Como Ave)

Dear Teacher/Staff member: Please attach this route slip (or copy of) to your materials.
Be sure to fill in all the required information that applies to ensure that your order is printed properly.

School: _____

Teacher/Name _____ Room #: _____ Summer Phone # _____

Budget Number: ____ - ____ - ____ - ____ - ____ - ____ (must be filled in)

Material to be printed is called (i.e. worksheets, math, spelling, etc.): _____

Quantity to print: _____ Single-Sided ____ Back-to-Back ____

How many originals/masters are there? _____ (each side to be printed counts as one original/master)

Collate? Yes No (example: quantity of 25 in page order like a book 1,2,3,4,etc.)

Group? Yes No (example: quantity of 25 of page 1, 25 of page 2, 25 of page 3, etc.) w/color sheet between groups

Staple? Yes No

Other instructions: _____

If you have any questions about filling this form out, please call 651-603-5017. Thank you.



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