

# CENTRAL PRINTING Services

## NEWSLETTER

2016-2017 VOLUME 2

• PRINT SHOP • PONY MAIL  
• MAILROOM • COPIERS

## DIGITAL STOREFRONT IS COMING!

Starting July 1, 2017, we will be beta testing a new system to allow PCS customers like you to order and submit print jobs online. This will soon replace the current paper print requisition, and allow for quicker, more convenient utilization of Central Printings Services. The online product is called Digital Storefront (DSF) from EFI. EFI is a global leader in digital imaging industry and has been working with us to set a system that works for us. How is it better than the paper process?

### Upload Files

Your DSF page will allow you to upload and submit your files digitally, and it saves them in your account.

### Order History

DSF keeps an archive of your files and history of past print jobs so you can just re-order.

### Download and Order PCS Forms

PCS Forms will also migrate to the DSF system, and will be PDF files in the future.

*Continued on page 3*



### Permissions

During the initial rollout, the only employees who will be able to submit jobs will be bookkeepers and administrators, but as we train more and more people, we will expand the layers of the permissions to other employees, and bookkeepers and administrators will only have to approve print jobs.

### Don't Worry

We will still be accepting complete and signed paper print requisitions for the time being, As part of the new system, we also will be utilizing EFI's PACE costing and billing, so your invoices may look a little different, but pricing will be more consistent and invoicing will be available electronically.

## PONY MAIL VS. TRUCK DELIVERY

Last issue we went over the labeling and addressing of Pony Mail. This issue we are going to talk about what can and can be sent via the Pony Mail System and alternatives for moving things around the district.

### What is Pony Mail?

Pony mail is anything that is school district business that fits in a 9"x12" Pony envelope. Please do not send food, cash or personal items like greeting cards through the Pony Mail. The Pony Mail System is a district resource Gambling is

not permitted anywhere in the district therefore any gambling materials such as lottery tickets and winnings are not permitted in the Pony Mail.

### Large Mailings

If you are sending out a large mailing to various centers, please 1) Let Mike Domke know ([domkem@pcsb.org](mailto:domkem@pcsb.org)). 2) separate the envelopes by pony route. 3) put a rubber band around each bundle.

For deliveries that are too large to fit in normal pony envelopes,

please use the instructions for Delivery Truck to send your packages.

### Delivery Truck

For boxes or packages, we have a 24' box truck that can take boxes and pallets. The schedule and what days the truck

runs to which worksites is listed on our Central Printing website under "Pony Routes & Delivery Truck Routes."



# WHAT PAPER SHOULD I CHOOSE?

## Finishes

There are basically few types of general finishes on stock without getting into texture finishes such as laid or linen...

## Newsprint

C.P.S. does not print on newsprint paper in-house, but we have outside vendors that do.

## Offset /Text

A general uncoated raw paper. This is sometimes referred to as "bond" it is average, every day copier or writing paper. Bond would not be considered smooth.

## Smooth/Matte

Has a dull coating on the stock. Basically it's like a no-glare gloss but not as slick and shiny.

## Gloss

Slick and reflects light (glare). Gloss is a somewhat shiny stock.

## Weights

The weights vary considerably, and it's A 100# stock will be roughly twice as thick as a 50# stock. As you look at the chart to the left, you see we've listed the grams/meters sq. so that you can see there is a gradual increase in the thickness even though the Basis weights seem

to jump around depending on the type of paper. the Tissue paper is shown for reference only.

## Newsprint

These are low-end raw papers used more for utility purposes.

## Bond








These are very light weight papers designed for books and booklets. They are generally just all purpose inexpensive papers. 20 Lb. bond is copier paper.

## Text/Offset

Text weight stocks are generally better quality paper than book weights and come in slightly heavier weights designed to hold details a bit better (like text). Magazines or novels most often use text weights for their interior pages. Gloss is used for most tri-fold brochures

## Cover

Cover weight papers are thicker in nature and more rigid. Cover papers are designed to rip less than lighter weight papers. postcards, book covers and business cards are often printed on cover stock, just to give you an idea.

STANDARD BASIS WEIGHT	GRAMS / METER SQ.	
<b>Tissue Paper</b>		
Tissue	10 gsm	
<b>Newsprint</b>		
12 lb Newsprint (tan)	45 gsm	
14 lb Newsprint	52 gsm	
15 lb Newsprint	55 gsm	
<b>Bond</b>		
20 lb Bond	75 gsm	
24 lb Bond	90 gsm	
28 lb Bond	105 gsm	
32 lb Bond	120 gsm	
<b>Text/Offset</b>		
50 lb Text/Offset	75 gsm	
60 lb Text/Offset	90 gsm	
70 lb Text/Offset	105 gsm	
80 lb Text/Offset	120 gsm	
<b>Covers/Bristols/Index</b>		
67 lb Bristol	145 gsm	
90 lb Index	165 gsm	
110 lb Index	200 gsm	
65 lb Cover	175 gsm	
80 lb Cover	215 gsm	
100 lb Cover	275 gsm	

## PRINT SHOP HINTS

### Estimates

When requesting an estimate, please be sure you include as much information as you can on the requisition. The more details we have, the more accurate the estimate. Also take into consideration how much time it takes for us to develop the estimate (usually 24 hours or less) and how much time it'll take to get an approval reply back once you receive the estimate via email when requesting the due date.

## ADMINISTRATION MAILROOM INFO

The Administration Building Mailroom is open every day employees are required to work, but the United States Postal Service recognizes Federal Holidays that we may not. On these days, there will be no mail coming from the post office or going out. Please make sure the mail or packages you intend to send are able to be sent out after these Federal holidays.

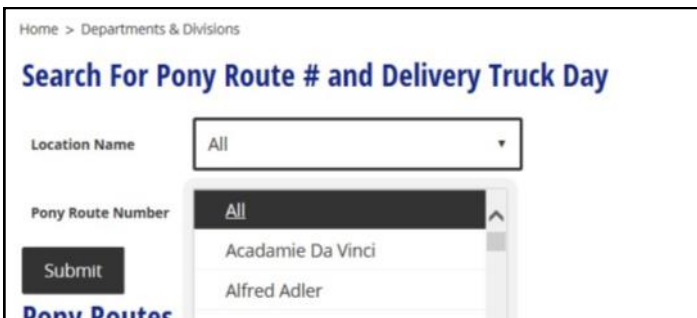


### 2017 Postal Holidays

- Monday, September 4 ..... Labor Day
  - Monday, October 9 ..... Columbus Day
  - Friday, November 10 ..... Veterans Day (observed)
  - Thursday, November 23 ..... Thanksgiving Day
  - Monday, December 25 ..... Christmas Day
- Note:** FedEx and U.P.S will be closed on Monday, January 2, 2017 in observance of New Years Day.

# NEW! SEARCHABLE PONY ROUTE NUMBERS AND TRUCK ROUTES

You can now search for Pony Route numbers and a truck delivery date on the Central Printing Services, Pony Route web page.



Home > Departments & Divisions

### Search For Pony Route # and Delivery Truck Day

Pony Routes and Delivery Truck Routes

Location Name	Pony Driver	Pony Route Number	Pony Route Delivery Days	Delivery Truck Route Day
Acadamie Da Vinci	Robert Odoms	1	T-Only	Tuesday
Alfred Adler	Ken Trent	3	T-Only	Thursday
Anona Elem	C.T. Thompson	2	T-W-Th-F	Tuesday
Arcturus Annex	NA	NA	NA	Tuesday

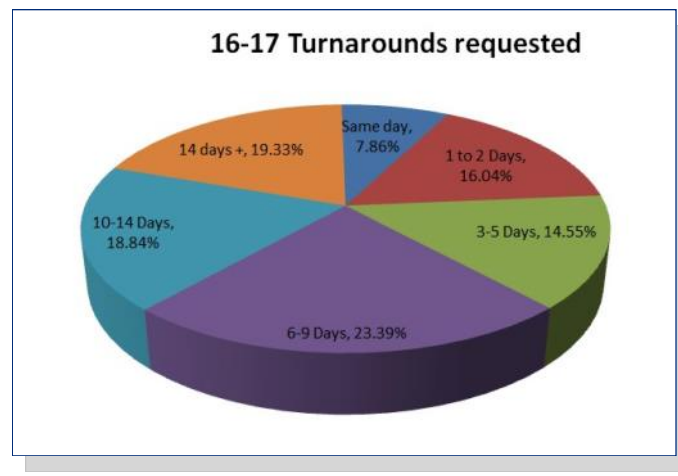
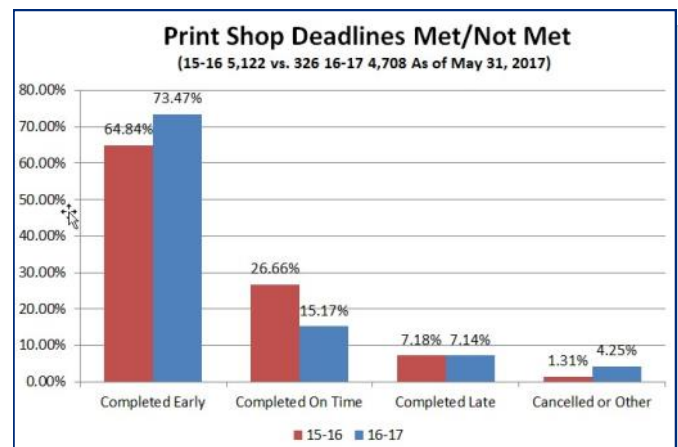
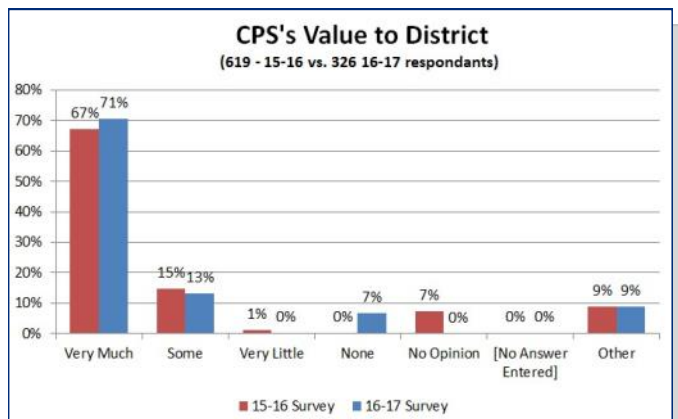


## Price Comparison 24 x 36" Posters

24' x 36" Posters	Qty.	20 lb. Bond	24 lb. Gloss	20 lb. Bond Laminated
<b>FedEx/Kinkos</b> (must pick up)	1	\$43.50	\$72.00	\$61.50
<b>VistaPrint</b>	1	\$20.00	\$30.00	NA
<b>Office Depot</b> (must pick up)	1	\$19.99	\$24.99	\$29.99
<b>Staples</b> (+ \$9.95 Shipping)	1	\$29.99	\$29.99	\$41.99
<b>PCS Central Printing</b>	1	\$12.87	\$13.35	\$28.53

## 2017 SURVEY RESULTS

Last April, we sent out a survey and we've looked at the results and chose a few key indicators. We now have 2 years of data to compare for most of the questions. Here are some of the highlights:





**Superintendent**  
Dr. Michael A. Grego

**School Board Members**

- Peggy L. O'Shea  
Chairperson
- Rene Flowers  
Vice Chairperson
- Carol J. Cook
- Terry Krassner
- Joanne Lentino
- Linda S. Lerner
- Eileen M. Long

**Associate Superintendent  
Operational Services**

Clint Herbic

Pinellas County Schools



A Division of  
**Operational Services**

301 4th St. SW  
Largo, FL 33770

**Mission Statement**

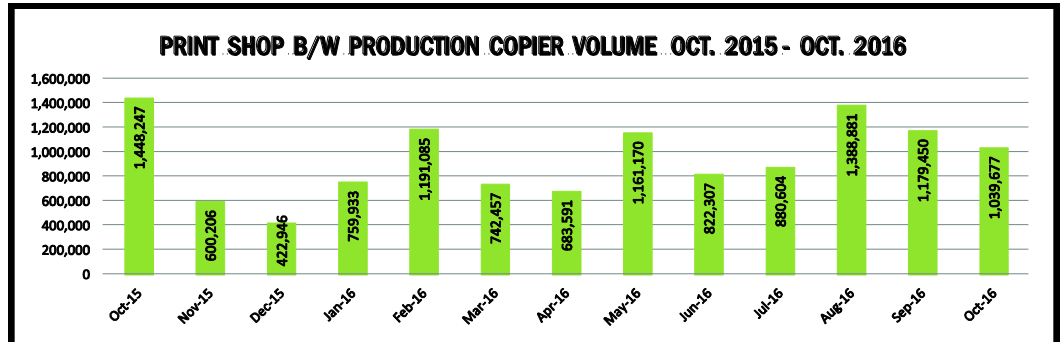
To partner with the community, schools and departments to produce the district's printing and copying in a timely and economic manner.

**WHO IS WHO IN  
CENTRAL PRINTING SERVICES**

<u>Print Shop</u>	<u>Title</u>	<u>Basic Function</u>
Michael Domke .....	Central Printing Services Coordinator	Coordinator (727) 588-6385
Clara Anzick .....	Central Printing Services Assistant	Print Job Intake
Dawn DesJardin .....	Central Printing Services Assistant	Billing
Gary Reading .....	Graphic Designer	Prepress, PCS Forms, Design
Ruth Holmberg .....	Graphic Designer, Prepress	Prepress, PCS Forms, Design
Rolanda Dudley .....	Central Printing Services Foreman	Production Copier Operation, Foreman
Charles Wilson .....	Printer 2	Offset Press Operator
Ed Stockowski .....	Electronic Publishing Technician	Production Copier Operation
Richard Hock .....	Bindery Technician	Bindery Operations
Mark Kosel .....	Bindery Technician	Bindery Operations
<b><u>Administration Building Mailroom</u></b>		
Selena Mamagona .....	Mail Services Technician	All Mailroom operations
<b><u>Pony Mail</u></b>		
Sue Irwin .....	Mail Courier II	Lead Pony Truck Driver
Robert Odom .....	Mail Courier I	Pony Truck Driver
Kenneth Trent .....	Mail Courier I	Pony Truck Driver

Print Shop  
(727) 588-6387

Administration Building Mailroom  
(727) 588-6037



**PRINTING/COPYING SERVICES**

The School Board understands that all materials published by the District must be of the highest possible quality. Furthermore, the Board believes that the District expends significant resources to publish said materials, and, therefore, believes that the most cost

effective method of printing/copying them must be utilized. All printed materials which are produced for the District and for which charges are assessed shall be the responsibility of Central Printing Services. Cost and timeliness shall be considered by the Central

Printing Services in determining whether such materials are produced internally and externally.

*School Board of Pinellas County, District Bylaws and Policies, 8000 Operations*