

Revised Oct. 2, 2023



PASADENA ISD

# PRINTSHOP

PRICING & SERVICES GUIDE

*2023–2024 Edition*

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**Hours of Operation:**

8:00 AM – 4:30 PM • Monday – Friday

*The Printshop observes all district holidays  
and summer schedule.*

*Located in the Pasadena ISD Administration Building*  
**3920 Mickey Gilley Blvd., Pasadena, TX 77505**

**Email:** [printshop@pasadenaisd.org](mailto:printshop@pasadenaisd.org)

**Phone:** 713-740-0184

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# INK + PAPER = COPY PRICE

## STEP 1

# INK

### BLACK & WHITE

Paper Size	Impression	Price/Impression
8.5 x 11" (Letter)	Single-Sided	\$0.03
8.5 x 11" (Letter)	Double-Sided	\$0.06
8.5 x 14" (Legal)	Single-Sided	\$0.04
8.5 x 14" (Legal)	Double-Sided	\$0.08
11 x 17" (Tabloid)	Single-Sided	\$0.06
11 x 17" (Tabloid)	Double-Sided	\$0.12

### COLOR

Paper Size	Impression	Price/Impression
8.5 x 11" (Letter)	Single-Sided	\$0.13
8.5 x 11" (Letter)	Double-Sided	\$0.25
8.5 x 14" (Legal)	Single-Sided	\$0.13
8.5 x 14" (Legal)	Double-Sided	\$0.25
11 x 17" (Tabloid)	Single-Sided	\$0.25
11 x 17" (Tabloid)	Double-Sided	\$0.50
12x18" (For Stickers)	Single-Sided	\$0.25

## STEP 2

# PAPER

### WHITE PAPER

Paper Type	Paper Size	Price/Sheet
20lb Bond	8.5x11" (Letter)	\$0.02
20lb Bond	8.5x14" (Legal)	\$0.03
20lb Bond	11x17" (Tabloid)	\$0.04
80lb Glossy Text	8.5x11" (Letter)	\$0.09
80lb Glossy Text	11x17" (Tabloid)	\$0.10
80lb Glossy Cover	8.5x11" (Letter)	\$0.11
80lb Glossy Cover	11x17" (Tabloid)	\$0.20
90lb Tag	8.5x11" (Letter)	\$0.05
100lb Glossy Text	8.5x11" (Letter)	\$0.15
100lb Glossy Text	11x17" (Tabloid)	\$0.15
100lb Glossy Cover	8.5x11" (Letter)	\$0.12
100lb Glossy Cover	11x17" (Tabloid)	\$0.25

### COLOR PAPER

Paper Type	Paper Size	Price/Sheet
20lb Bond	8.5x11" (Letter)	\$0.03
20lb Bond	8.5x14" (Legal)	\$0.04
20lb Bond	11x17" (Tabloid)	\$0.14
60lb Text	8.5x11" (Letter)	\$0.07
65lb Cover	8.5x11" (Letter)	\$0.07
90lb Tag	8.5x11" (Letter)	\$0.07

PLEASE CALL 713-740-0184 FOR PAPER COLOR AVAILABILITY

Ivory	Stardust White	Celestial Blue
Tan	Lift-Off Lemon	Lunar Blue
Gray	Solar Yellow	Terrestrial Teal
Orchid	Galaxy Gold	Terra Green
Blue	Orbit Orange	Gamma Green
Green	Rocket Red	
Buff	Re-Entry Red	
Canary	Pulsar Pink	
Salmon	Fireball Fuchsia	
Pink	Planetary Purple	

### SPECIALTY PAPER

Stock Type	Paper Size	Price/Sheet
Sticker Paper	8.5x11"	Call/Email for Pricing
Sticker Paper	12x18"	\$1.40

### NCR PAPER (CARBONLESS PAPER)

Paper Type	Paper Size	Price
2 Part NCR (White & Yellow)	8.5x11" (Letter)	\$0.12 per set
3 Part NCR (White, Yellow & Pink)	8.5x11" (Letter)	\$0.18 per set
4 Part NCR (White, Yellow, Pink & Gold)	8.5x11" (Letter)	\$0.24 per set

\*\*THE PRINTSHOP DOES NOT CHARGE FOR DISTRICT-WIDE NCR SHELF FORMS. CUSTOM NCR FORMS WILL BE CHARGED.

# STATIONARY

## ENVELOPES

Envelope Type	Dimensions	Quantity	Price
*#10 (Standard)	4.125 x 9.5"	500 (Min Order)	\$25
#9	3.875 x 8.875"	Individual	\$0.18
A2	4.375 x 5.75"	Individual	\$0.268
A6	4.75 x 5.75"	Individual	\$0.27
A7	5.25 x 7.25"	Individual	\$0.16
A8	5.5 x 8.125"	Individual	\$0.35
A9	5.75 x 8.75"	Individual	\$0.18
A10	6 x 9.5"	Individual	\$0.16
9x12"	9 x 12"	Individual	\$0.17

\*With window or without window

## PREPRINTED ENVELOPES

**BLACK & WHITE** = \$.03 EACH + ENVELOPE COST

**COLOR** = \$.13 EACH + ENVELOPE COST

## OFFICE STATIONARY

Type	Quantity	Price
**Business Cards	250 Cards	\$35
Letterhead	500 Sheets	\$45
Notecards	Call/Email for Pricing	

\*\*250 business cards for NEW district employees are FREE.  
Current district employees will be charged.

## NOTEPADS (50 SHEETS)

Type	Black & White Ink Price
Full Page	(20lb Bond) White Paper: \$2.50 per notepad (20lb Bond) Color Paper: \$3.00 per notepad
Half Page	(20lb Bond) White Paper: \$1.50 per notepad (20lb Bond) Color Paper: \$1.75 per notepad
Quarter Page	(20lb Bond) White Paper: \$1.00 per notepad (20lb Bond) Color Paper: \$1.25 per notepad
Type	Color Ink Price
Full Page	(20lb Bond) White Paper: \$8.00 per notepad
Half Page	(20lb Bond) White Paper: \$4.50 per notepad
Quarter Page	(20lb Bond) White Paper: \$3.00 per notepad

# LARGE FORMAT PRINTING

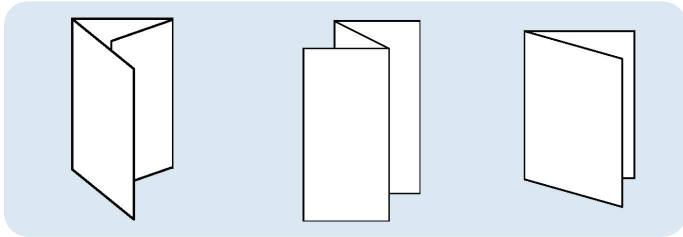
POSTERS, BANNERS, YARD SIGNS

## CALL FOR PRICING

Phone: 713-740-0184

# FINISHING OPTIONS

## FOLDING



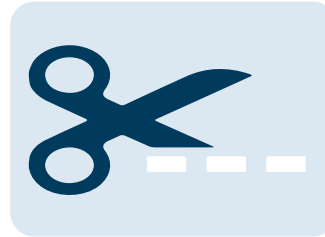
TRI-FOLD

Z FOLD

HALF FOLD

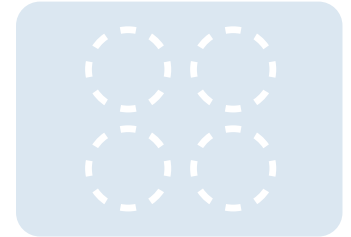
\$0.01 PER SHEET

## BULK PAPER TRIMMING



\$0.40 PER CUT  
(UP TO 500 SHEETS)

## CUSTOM TRIMMING

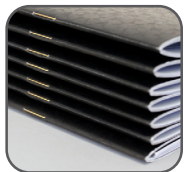


CALL FOR QUOTE  
713-740-0184

## STANDARD BINDING

Type	Price
Single Staple	\$0.03 per booklet
Booklet Staple	\$0.06 per booklet
Saddle Stitch	\$0.06 per booklet

8.5 X 11" & 11 X 17"



SADDLE STITCH

8.5 X 11"



BOOKLET STAPLE

8.5 X 11"



COMB BINDING

## COMB BINDING

Size	Price	Size	Price
5/16"	\$0.15	3/4"	\$0.41
3/8"	\$0.18	7/8"	\$0.49
7/16"	\$0.23	1"	\$0.58
1/2"	\$0.26	1 1/2"	\$0.80
9/16"	\$0.31	2"	\$1.18
5/8"	\$0.37		

## ADDITIONAL OPTIONS

Type	Price
1, 2, or 3-hole punch	\$0.01 ea
Grommets (used for vinyl banners)	\$0.25 ea
Lamination	\$.10/in if completed personally.
	\$.20/in if completed by Printshop.
	\$.30/in if completed & trimmed by Printshop.
Perforation	\$.01/perforation
Tabs	\$.05/Tab

## SPECIAL ORDER

### TILES

SIZE	PRICE
4.25x4.25"	\$4.00 ea
6x6"	\$6.00 ea



### PLEASE NOTE:

Orders without a completed & signed Printshop Order Form will **NOT** be accepted or processed. All orders **MUST** be submitted at least 2 weeks in advance to meet the desired deadline.

*Prices are subject to change as material prices change.*