

Santa Rosa School District

Print Services Job Cost Sheet

Item #	Name of Job	# of Sheets	Front & Back	Paper Type	Cover Type	Paper Size	Inside Paper Type	Cut	Ink	Folded	Stapled # of staples	Finished size	Numbered	Other	Quantity of finished product	Price per each	Extended Cost
1	Student Code of Conduct Booklet	16	Yes	N/A	Green Vellum Bristol	11 x 17	60lb white offset	No	Black	half	2 down Center	8.5 x 11 Booklet	No	N/A			
2	Leveled Reader D	3	Yes	N/A	White Vellum Bristol	8.5 x 11	20lb white	No	Inside Black: Cover only in color	half	2 down Center	5.5 x 8.5 Booklet	No	N/A			
3	Time Card	1	Yes	Gray Vellum Bristol	N/A	8.5 x 11	N/A	3 to sheet	Black	No	No	3 5/8 x 8.5	No	N/A			
4	Student Residence Information sheet	1	Yes	Green 60lb offset	N/A	8.5 x 11	N/A	No	Black	No	No	8.5 x 11	No	N/A			
5	MHS Graduation Ticket/ Gym	1	No	Gray Vellum Bristol	N/A	8.5 x 11	N/A	10 to sheet	Black	No	No	4.25x 2.5	sequential numbering	N/A			
6	GBHS Graduation Program	2	Yes	N/A	Provided by School: bristol	8.5 x 11	60lb Cream offset	No	Blue	half	2 down Center	5.5 x 8.5 Booklet	No	N/A			
7	SRHS Graduation Program	1	Yes	N/A	60 lb royal fiber	8.5 x 17	60lb Royal Fiber Text/ Blue	No	Black	Tri fold	No	5.5 x 8.5	No	N/A			
8	Permanent Record Card	1	Yes	White Vellum Bristol	N/A	8.5 x 11	N/A	No	Black	No	No	8.5 x 11	No	N/A			
9	Early Head Start Flyer	1	Yes	60 lb white offset	N/A	8.5 x 11	N/A	No	Blue & Red	No	No	8.5 x 11	No	N/A			
10	TR Jackson Letter PREK	1	No	White 25% Cotton	N/A	8.5 x 11	N/A	No	Blue & Burgandy	No	No	8.5 x 11	No	N/A			
11	Dr. Bonner's Letterhead	1	No	White 25% Cotton	N/A	8.5 x 11	N/A	No	No	No	No	8.5 x 11	No	N/A			
12	Envelopw with return address & Logo	1	No	White # 10 Envelopes	N/A	#10 Envelope	N/A	No	Burgandy	No	No	#10 Envelope	No	N/A			
13	PRE Business Cards	1	No	Royal Linen Gray	N/A	8.5 x 11	N/A	10 to sheet	Black	No	No	2 x 3.5	No	N/A			
14	SS Dixon IntermediateSubstitute Label	1	No	Crack & Peel	N/A	8.5 x 11	N/A	8 to a sheet	Blue	No	No	2.5 x 4	No	N/A			
15	Monies Collected forms	NCR 2 part	No	NCR 2 part	N/A	8.5 x 11	N/A	2 to a sheet	Black	No	No	5.5 x 8.5	No	Pad at top			
16	Check Requisition form	NCR 2 part	No	NCR 2 part	N/A	8.5 x 11	N/A	2 to a sheet	Black	No	No	5.5 x 8.5	No	Pad at top			
17	SR Student Health Card	1	No	Pink Vellum Bristol	N/A	8.5 x 11	N/A	No	Black	No	No	8.5 x 11	No	N/A			
18	Cumulative School Health Record	1	Yes	110lb Index	N/A	11 x 17	N/A	No	Black	Yes	No	11 x 17	No	N/A			
19	Benefits Health Booklet	14	Yes	N/A	White 80lb Glossy Cover	11 x 17	60lb White offset	No	Black inside pages: Cover only full color	half	2 down Center	8.5 x 11 Booklet	No	N/A			
20	Leave Forms	NCR 3 part	Yes	NCR 3 part	N/A	8.5 x 11	N/A	No	Black	No	No	8.5 x 11	No	2 hole punch at top Pad at top			

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21	Schematic Book	299	Yes	N/A	Yellow Vellum Bristol	8.5 x 11	White 20lb bond	No	Black	No	No	8.5 x 11	No	Binding: 1 " black			
22	NHS 2014-15 Planner	64	yes	n/a	80lb Glossy Cover	8.5 x 11	60lb White Offset	2 per sheet	black	no	no	5.5 x 8.5	no	Binding: 10mm black : collated			
23	JHS 2014-2015 Planner	62	yes	n/a	80lb Glossy Cover	8.5 x 11	60lb White Offset	2 per sheet	black : color only for cover	no	no	5.5 x 8.5	no	Binding: 12mm black; collated; clear pastic sheet over			
24	GBHS 2014-15 Planner	90	yes	n/a	80lb Glossy Cover	8.5 x 11	60lb White Offset	2 per sheet	black ink inside page: color only for cover	no	no	5.5 x 8.5	no	Binding: 16mm Navy; Collated			
25	Field Trip Form	1	No	3 part NCR	n/a	8.5 x 11	n/a	No	black	no	no	8.5 x 11	no	Pad at top			
26	Hobbs Newspaper	2	Yes	White 60lb Offset	n/a	11 x 17	white 60lb offset	No	black	Half	2 down center	8.5 x 11	no	collated			
27	SR Job Training Attendance Card	1	Yes	Green Vellum Bristol	n/a	8.5 x 14	n/a	2 per sheet	black	no	no	8.5 x 7	No	N/A			
28	State of FL Instruvtional Certificate	1	No	60lb Astrobright Text Natural	n/a	8.5 x 11	n/a	No	black	no	no	8.5 x 11	no	N/A			
29	SRC Request for Purchase of Goods	1	No	2 part NCR	n/a	8.5 x 11	n/a	No	black	No	No	8.5 x 11	sequential numbering	Pad at top			
30	United way form	1	No	2 part NCR	n/a	8.5 x 11	n/a	3 per sheet	black & Red	no	no	3.5 x 8.5	no	Pad: left side			
31	Temporary Duty Forms	1	No	3 part NCR	n/a	8.5 x 11	n/a	no	black	no	no	8.5 x 11	sequential numbering	2 hole punch at top Pad at top			
32	MHS Parking Violation	1	No	3 part NCR	n/a	8.5 x 11	n/a	2 per sheet	black	no	no	4.25 x 11	no	Pad at top			
33	PHS Traffic Violation	1	No	2 part NCR	n/a	8.5 x 11	n/a	no	black	no	no	8.5 x 11	sequential numbering	Pad at top			
34	Fund Raising Form	1	No	4 part NCR	n/a	8.5 x 11	n/a	No	black	no	no	8.5 x 11	no	3 hole punch left side pad at top			
35	2014 College Fair Booklet	4	Yes	n/a	60lb white Offset	11 x 17	60lb White Offset	No	Black & Blue cover only. Black inside pages	Half	2 down center	8.5 x 11	No	collated			
36	JHS Football Poster	1	No	White Glossy 80lb	n/a	11 x 17	n/a	no	Black, red, blue	No	no	11 x 17	No	N/A			

This form is populated with the Print Job, specs and quantity. Please complete the "Price per each" field.

This form is formatted to calculate the extended cost and Total Job Cost.

Please submit this with any other information regarding Printing Services by Friday, September 19th; 2:00 p.m. c.s.t. via email to lambethc@mail.santarosa.k12.fl.us.

Total Job Cost:	
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Name

Signature

Date

Company Name