

# Custom Printing for Schools PRICE SHEET

We provide full-service graphics and printing for our schools.

Costs include custom layout, per school's direction, with approval of proof by school office prior to production.

## Business Cards

Qty. 500 1-color—\$18  
2-color—\$26

Qty. 250 1-color—\$15  
2-color—\$23

## Color Copy

8.5" x 11" = .17 cents each

## Envelopes: \$140

#10 business size with or without window, 1,000 quantity, 1-color (school's choice).  
Increasing quantity by 1,000 increases price by \$40.

## Letterhead: \$140

1,000 sheets, 1-color (school's choice), white bond stationery paper stock.  
Increasing order by 1,000 increases price by \$38.

## Personalized Memo Pads: 5.5" x 4.25" = \$3.30 per name 5.5" x 8.5" = \$4.15 per name

Memo pad includes employee name and school logo, 100 sheets per pad.

## Postcards

4.25" x 5.5", printed on card stock (white or color)

(Cost includes addressing and mailing. Contact Scott Scates for additional information.)

Quantity	1-Color	Full Color
500	\$85	\$144
1,000	\$97	\$204
2,000	\$125	\$250

## Student Daily Planners for Elementary Schools: \$2.85 per student

8.5" x 11", 3-hole drilled, 2-color card stock covers customized for the school. Two models available:  
Grades 1–2 and Grades 3–5. Price includes two editions for each student (August–January and January–June).

## Student Daily Agenda Books for Secondary Schools: \$3.50 per student

6.5" x 9", laminated full-color covers, spiral bound, one edition for school year, customized cover and text page inserts.

## Small Posters: \$1.50 each

12" x 18" full-color.

## Tickets (Graduation, Theatre Events, etc.)

### Standard Perforated Format

2.5" x 8.25": 250 quantity = \$45  
Other formats available.

## Two-part Forms

5.5" x 8.5", 1-color, (school's choice), 500 quantity = \$110  
8.5" x 11", 1-color, (schools choice), 500 quantity = \$150

## Vinyl Banners: \$96

24" x 60", full-color, 6 brass grommets = \$50      36" x 48", full-color, 4 brass grommets = \$60  
36" x 72", full-color, 6 brass grommets = \$90      42" x 96", full-color, 8 brass grommets = \$140

For information on other products, such as certificates, invitations, brochures, course bulletins, newsletters, pocket folders, registration cards, labels, and bumper stickers, contact our Customer Service Desk:

Scott\_B\_Scates@mcpsmd.org, phone: 240-740-6529