



EDITORIAL, GRAPHICS & PUBLISHING SERVICES
DIVISION OF COMMUNICATIONS
MONTGOMERY COUNTY PUBLIC SCHOOLS

SERVICE AGREEMENT
Custom Printing for Schools
Revised April 2026

OVERVIEW

This document describes the agreement between each school principal and the Editorial, Graphics & Publishing Services (EGPS) Department of the Division of Communications regarding graphic products and services requested by a school. Products include student daily planners, agenda books, event flyers and programs, display posters, banners, publications, office forms, and business cards and envelopes. The schools are customers of Custom Printing. They submit more than 1300 work orders to Custom Printing (a division of EGPS) each year, up from 800 in 2023.

STATEMENT OF WORK

Within 24 hours of receiving a job inquiry from a school staff member (via email or phone), a Print Shop Customer Service representative will provide a project plan (via email), including description of deliverable, price estimate, and estimated timeframe for completing the job.

After receiving approval to proceed via email from the school office, the EGPS Customer Service representative will coordinate production with the Custom Printing operations supervisor and graphics specialists.

After completion and delivery of the product, EGPS will submit an invoice (via MCPS mail) to the school office, addressed to the staff member who requested the product.

TERMS

The principal agrees to approve payment to EGPS (via FMS voucher or check) within 45 days of product delivery.

FUNDING

- Usually, schools fund their custom-printed products through their Independent Activities Fund, PTA resources, or both.
- The Office of the Chief Operating Officer (OCCO) funds the facility and major equipment systems required for the production and delivery of graphic products to all our schools.

COMMUNICATIONS

- For questions concerning ordering jobs, contact EGPS Customer Service at 240-740-6529, 240-740-6530 or email egps@mcpsmd.org.
- For more information on the capabilities and procedures of the MCPS Print Shop, contact the publications supervisor, William (Bill) Cabell at 240-740-6534.
- For inquiries concerning this service agreement, contact the EGPS administrative supervisor at john_c_marshall@mcpsmd.org.