



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: \$35

Set of 500, 2-color (school's choice) on heavy white card stock.
1-color (standard MCPS blue ink) reduces price to \$25.

Envelopes: \$125

#10 business size with or without window, 1,000 quantity, 1-color (school's choice).
Increasing quantity by 1,000 increases price by \$32.

Letterhead: \$125

1,000 sheets, 1-color (school's choice), white bond stationery paper stock.
Increasing order by 1,000 increases price by \$32.

Personalized Memo Pads: \$3 per name

5.5" x 4.25" sheet size with employee name and school logo, 100 sheets per pad.

Postcards

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

| <u>Quantity</u> | <u>1-Color</u> | <u>Full Color</u> |
|-----------------|----------------|-------------------|
| 500 | \$70 | \$140 |
| 1,000 | \$85 | \$200 |
| 2,000 | \$120 | \$250 |

Student Daily Planners for Elementary Schools: \$2.75 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: \$2 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 = \$90

8.5" x 11", 1-color, (schools choice), 500 quantity = \$115

Vinyl Banners: \$96

24" x 60", full-color, 6 brass grommets = \$70

36" x 48", full-color, 4 brass grommets = \$96

36" x 72", full-color, 6 brass grommets = \$126

42" x 96", full-color, 8 brass grommets = \$196

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: 301-279-3309