FBISD
INSPIRE • EQUIP • IMAGINE

FBISD PRINT SHOP

Juan Barrera | Print Shop Coordinator

Print Products

- Color & BW Prints
- Announcements
- Booklets
- Brochures
- Business Cards
- Calendars
- Carbonless (NCR) forms
- Certificates
- Door Hangers
- Envelopes
- Invitations
- Letterhead
- Magnets
- Newsletters
- Notepads
- Personalization
- Postcards
- Programs
- Stapled Sets
- Stickers
- Tickets

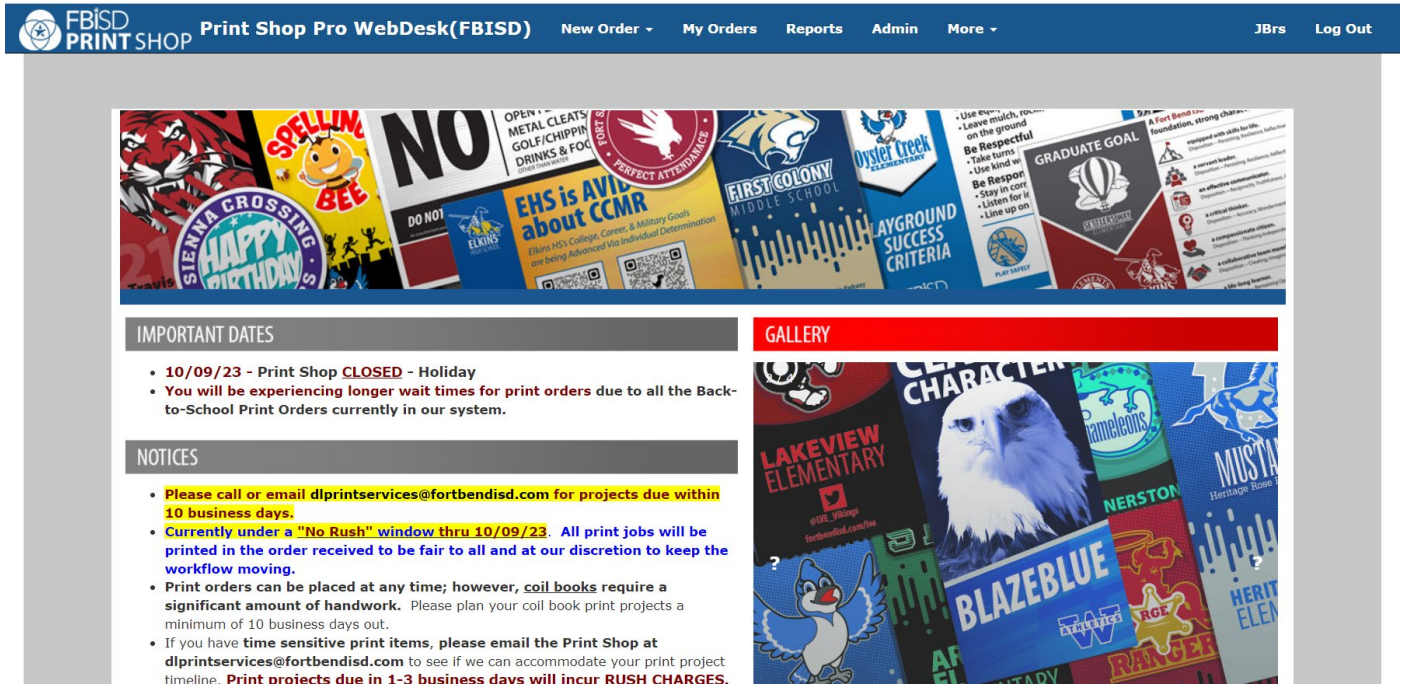
Indoor Signs & Displays

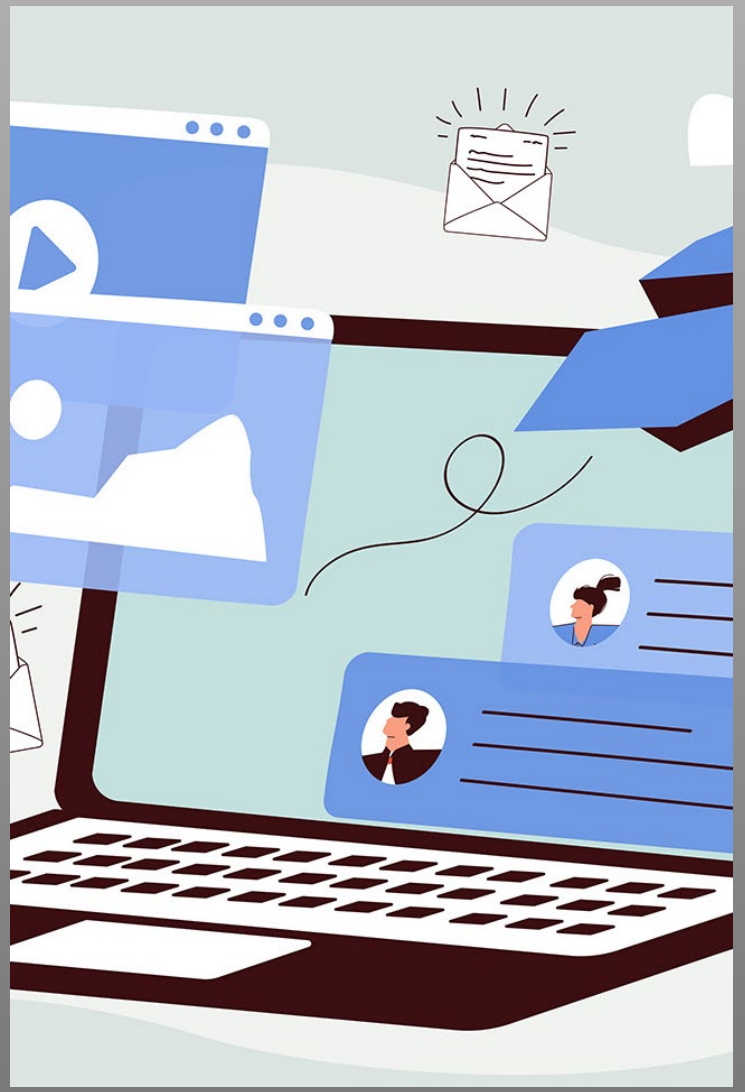
- Adhesive Vinyl
- Banner Vinyl
- Retractable Banners
- Laminated Posters

Graphic Design Services

Accessing our Site

www.fortbendisd.com/printshop



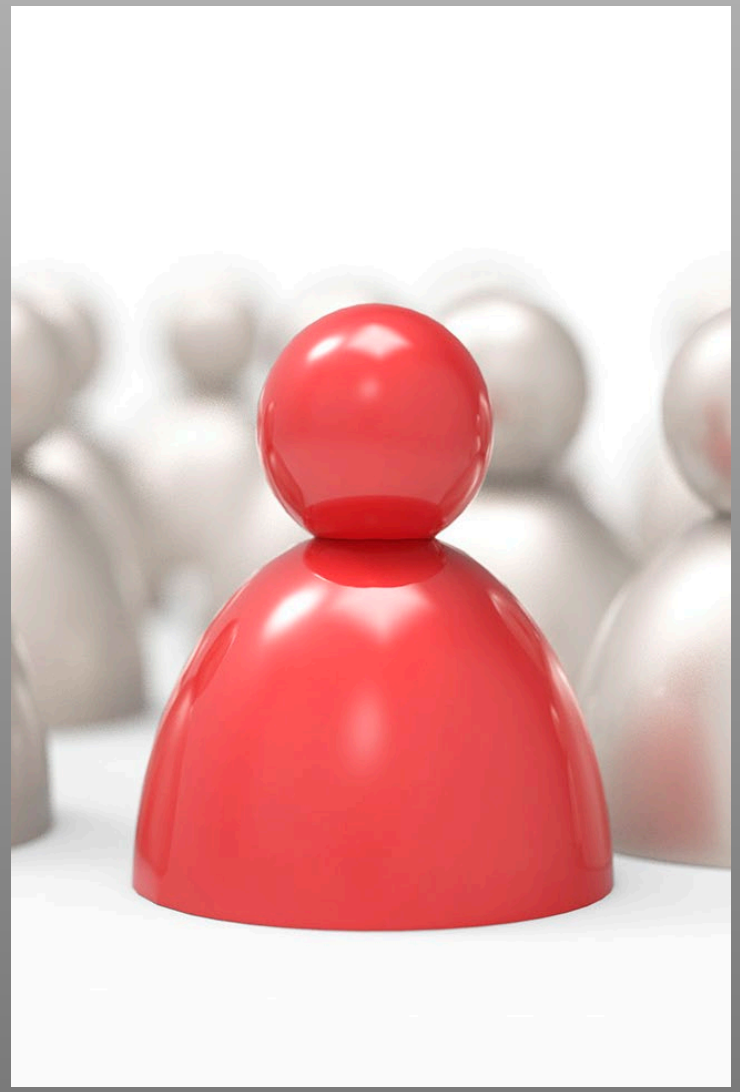


User Registrations

- Community Customer – Tax Exempt (credit card only) – This is for PTO/PTA's, Booster Clubs, etc., who are tax exempt and can provide a tax exempt form.
- Email your tax exempt form to dlprintservices@fortbenidsd.com
- No deliveries. User must pick up completed projects at the Print Shop.

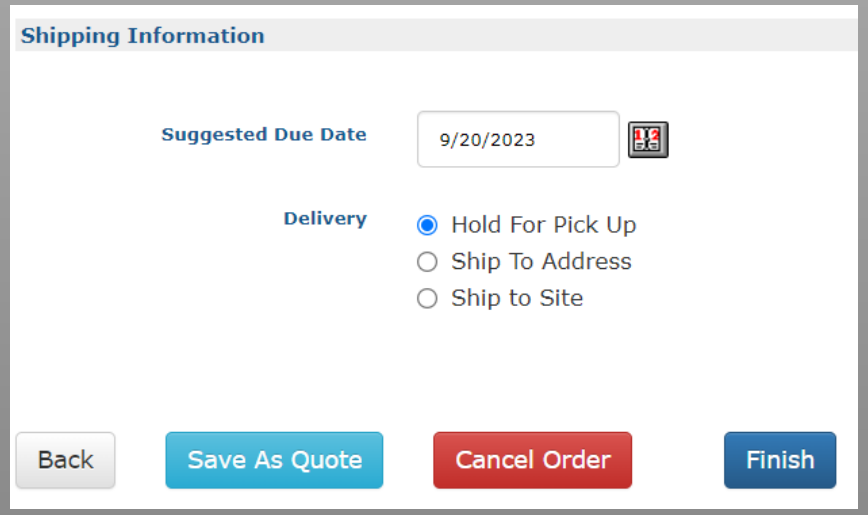
Note: The Print Shop will send a confirmation email once your registration has been approved.

FBISD P-Cards cannot be used for Print Shop items.



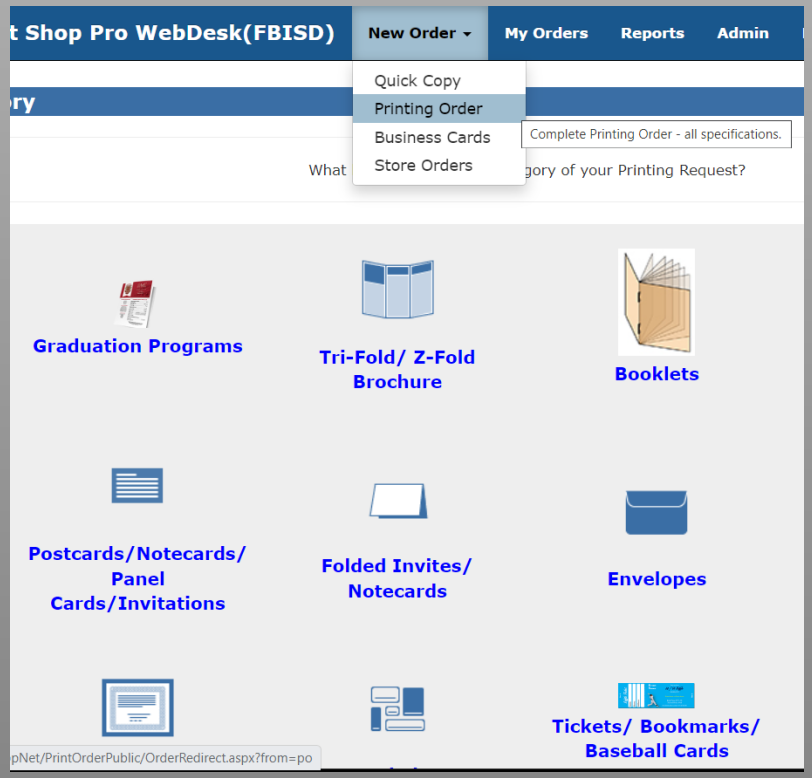
Quotes

- All quotes are generated by the ordering system.
- You can view price and save as a “Quote” or submit to the Print Shop (Finish).
- If you need for us to review price or double check for accuracy, email us the job number and we can review.
- Jobs saved as a Quote are not submitted to the Print Shop and will stay in Quote Only status until job ticket is submitted.
- All PDFs specs are compared to job ticket instructions before printing.
- Credit Card will not be charged until job is completed and project is ready to pick up.



Ready to Order?

- New Order>Printing Order
- Select category that most closely resembles what you wish to order.
- Select finish size of your project. If size is not listed, select closest finish size (trim size) of your project. Type desired trim size in the special instructions within the order.
- Type any pertinent information in the special instructions, including “drop dead” due date.
- Upload your print ready PDF

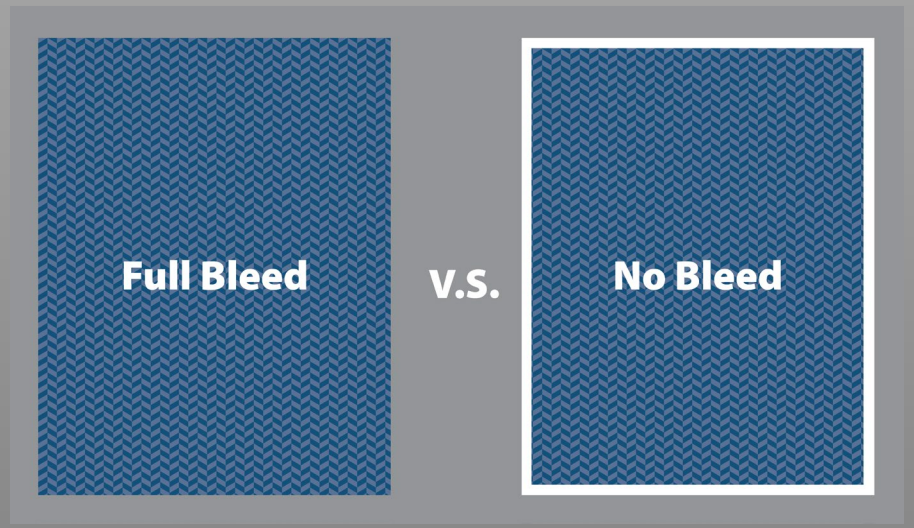


Canva Projects

- To send us your Canva Project, please output a Hi-Res Print Ready PDF.
- Canva Instructions link is listed at the bottom of our Print Shop Home Page.
- The screen shots will show you how to output a Print Ready PDF with Crop Marks if your project has Bleeds.
  - Canva Instructions

Files

- Create document size to match your desired trim size.
- Leave as 1up document. Do not try to lay out multiple up on the sheet
- PDF format is preferred.
- 1/8 inch bleed standard
- Leave ¼ inch minimum margin if page does NOT need bleed.



Approvals

- Our system emails will come from *DoNotReplyPrintShop@webdeskprint.com*. You can “reply all” to these emails.
- Many print projects are delayed because we are waiting for responses to emails or proof approval requests. Please check your ”Junk Folder”.

Communicating w/Print Shop

dlprintservices@fortbendisd.com

This email is a distribution list and it sends to all 3 of us:

Juan Barrera (Print Shop Coordinator)

Melissa Borecky (Administrative Assistant)

Ray Perez (Graphic Designer)

Use this email for **ALL** communication relating to your print project(s). We all work on print projects. Reference job number on **ALL** emails.

Ordering a “Rush Project”

- Time sensitive print items need Print Shop confirmation/ don't rely on default date. If something is urgent call us--we may not look at your order for days
  (as we have all campuses entering orders and there are only 3 of us looking at orders)
- We are experiencing longer delivery dates due to an influx of last-minute rush orders.

Contact Us

- Email us at dlprintservices@fortbendisd.com *(ref job number in subject)*
- 281-634-6036 – Juan Barrera
  281-634-1816 – Melissa Borecky
  281-634-1814 – Ray Perez

Your Contact

- Please leave us a good contact email or phone number where we can reach you should we have questions or issues with your print project. If the email used in the registration is not your current, type it in the special instructions.

QUESTIONS