

How to Place a Print Request

Print Shop forms can be found in your school's office or can be ordered from the Print Shop.

Hard copy Submission



- Fill out entire Print Shop Request form. Be sure to give a description (i.e. Math packet, Worksheets, Spelling lists etc)
- Attach material to form and submit to your school office for approval. Requests will then be sent to Print Shop through inter-office mail and returned to your school in no more than 4 days from date received.
- Make note of any additional instructions not listed on the request form.

Electronic Submission



- Requests can be made online on the District 97 Staff Portal Web Page.



Print Shop

- Your request will then be submitted to your school's office for approval and then forwarded onto the Print Shop. A confirmation will be given when received at the Print Shop.
- Or send via email to acalvin@op97.org with directions and attachments

Important District 97 Policies

- All material will be printed **DOUBLE SIDED** in accordance with District 97's **GREEN** policy (some exceptions will be made).
- **ALL** print request forms **MUST** have an authorized signature.
- **Color** printing is available -with Principal's approval-
NO EXCEPTIONS



Want to help??

Send your recycled, one-sided printed paper to the Print Shop to make scratch pads. We can cut to create different sizes.



WELCOME to the Oak Park School District 97 PRINT SHOP



The Print Shop

Located in the
Administration Building
Corner of Home and Madison
970 Madison St.
Oak Park Il 60302

Phone: 708.524.7630
Fax: 708.524.3019
E-mail: acalvin@op97.org

Your Handbook to the Print Shop

Anne Calvin
Print Shop Coordinator
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What the Print Shop Can Do For You!

This pamphlet is to help you successfully submit printing requests and be aware of all the Print Shop has to offer.

The Print Shop stocks a wide variety of sizes, weights, and colors of paper.

You will also find a complete list of the types and styles of finishing the Print Shop has to offer.

There is a 4 day turnaround (max) for all print requests- (some exceptions can be made)

If you have any questions that are not covered in this brochure, please call the Print Shop at 708.524.7630.

Sizes, Weights, and Colors

Letter- 8.5 x 11

The Print Shop has about 20 different colors to choose from, primary to astrobright. Most are available in cardstock weight also.

Legal - 8.5 x 14

White, yellow, blue, pink, green, ivory, and gold are available in regular and cardstock weight.

Tabloid -11 x 17

White is available in regular weight paper. A variety of primary and astrobright colors are available in cardstock weight.

Envelopes

The Print Shop keeps multiple sizes in stock. These can be printed on both sides if needed. Just submit a request with the information to be used.

Have something else in mind?

Do you need more information on special requests?

Please contact Anne Calvin at 708.524.7630 or acalvin@op97.org

Bindings and Finishing

The Print Shop has multiple types of binding and finishing to choose from to complete your project.

Binding Styles

- Single staple-landscape or landscape
- Double staple-landscape
- Spiral coil binding
- Booklets-Letter, Legal, and Tabloid sizes, folded in half and double stapled, if needed.
- Square folded Booklets

Finishing Style

- 3 hole punching
- Cutting
- Folding
- Laminating
- Padding- min of 25 sheets
- Posters can be made up to 11 x17 size