



Santa Clara County
Office of Education

Print Catalog

Print Services Department at Santa Clara County Office of Education provides services only for schools, districts, and colleges.

Fiscal Year 24-25 prices are effective until 06.30.2025

2024-2025

Prints / Flyers

Prices based on 100 prints of 1-sided color copies.

Gloss Card Stock		Gloss Text Stock	
12" x 18"	\$63.55	12" x 18"	\$44.05
11" x 17"	\$61.05	11" x 17"	\$41.71
8.5" x 11"	\$33.28	8.5" x 11"	\$23.61
5.5" x 8.5"	\$19.39	5.5" x 8.5"	\$14.55
4.25" x 5.5"	\$12.45	4.25" x 5.5"	\$10.03

Business Cards

All cards on brilliant white matte stock. For thicker paper or gloss paper, email us for pricing.

Single-Sided		Double-Sided	
150	\$10.00	150	\$12.00
300	\$12.00	300	\$15.00
500	\$15.00	500	\$19.00

Rubber Stamps

Colors available: black, red, limited for green and blue.

2220 (0.79" x 0.79")	\$12.00
1438 (0.55" x 1.5")	\$12.00
1850 (0.71" x 1.97")	\$15.00
2260 (0.87" x 2.36")	\$18.00
2770 (1.06" x 2.76")	\$20.00

(Actual sizes shown)



Envelopes

#10 Regular Envelope - BW	#10 Regular Envelope - Color
500.....\$79.50	500.....\$82.50
1000.....\$109.00	1000.....\$115.00
2500.....\$197.50	2000.....\$180.00
5000.....\$345.00	4000.....\$310.00
10000.....\$640.00	5000.....\$375.00

#10 Window Envelope - BW	#10 Window Envelope - Color
500.....\$81.00	500.....\$92.50
1000.....\$112.00	1000.....\$135.00
2000.....\$174.00	2000.....\$220.00
4000.....\$298.00	4000.....\$390.00
5000.....\$360.00	5000.....\$475.00

#10 Security Window -BW	#10 Security Window -Color
500.....\$87.50	500.....\$109.46
1000.....\$125.00	1000.....\$148.33
2000.....\$200.00	2000.....\$224.99
4000.....\$350.00	4000.....\$374.21
5000.....\$425.00	5000.....\$448.37

#10 Peel & Seal Window - BW	6 x 9 Catalog - BW
500.....\$110.00	500.....\$90.00
1000.....\$170.00	1000.....\$130.00
2000.....\$290.00	2000.....\$210.00
4000.....\$530.00	
5000.....\$650.00	

9 x 12 Catalog/Booklet - BW	10x 13 Catalog - BW
500.....\$86.28	500.....\$160.12
1000.....\$133.80	1000.....\$240.10
2000.....\$224.43	2000.....\$395.57
5000.....\$489.54	

Pads

Email us for quotes. Please provide information for:

- BW or color printing
- 1- or 2-sided printing
- Type of paper, standard is on regular 20# white or color paper

Examples of sizes available:	Examples of quantity:
2.75 x 4.25 (tickets)	100 pads of 50 sheets
4.25 x 5.5 (quarter sheet)	250 pads of 25 sheets
5.5 x 8.5 (half sheet)	
8.5X11 (full sheet)	



CAUTION
CONSTRUCTION
ENTRANCE

Large Posters

Regular Poster

Matte 18" x 24"	\$11.19
Gloss 18" x 24"	\$19.02
Matte 24" x 36"	\$25.39
Gloss 24" x 36"	\$38.05

Laminated Poster

Matte 18" x 24"	\$17.19
Gloss 18" x 24"	\$31.02
Matte 24" x 36"	\$34.38
Gloss 24" x 36"	\$50.05

*Extra fee for custom sizes

Mounted Posters/Signs

Poster mounted on Foam Board (Indoor use)

Matte 18" x 24"	\$20.00
Gloss 18" x 24"	\$27.22
Matte 24" x 36"	\$40.00
Gloss 24" x 36"	\$54.45

*Extra fee for custom sizes

Poster mounted on Coroplast Compatible for A-frame (Outdoor use)

Matte 18" x 24"	\$15.00
Matte 24" x 36"	\$30.00

*Extra fee for custom sizes

Dry Erase Foam Board

18" x 24"	\$32.50
24" x 36"	\$65.00

*Extra fee for custom sizes

Yard Signs

Includes step stake. The material is coroplast, not metal.

1-sided	2-sided
24" x 18"\$21.00	24" x 18"\$35.00
36" x 24"\$26.00	36" x 24"\$45.00

Aluminum Signs

Standard

2 pre-drilled holes. Includes 2 fence hangers.

6" x 9"	\$18.00
12" x 18"	\$25.00
18" x 24"	\$35.00
24" x 36"	\$70.00

Photo Premium Panel

Panel only

5"x7"	\$15.00
8"x10"	\$20.00
11"x17"	\$50.00
12"x18"	\$55.00
16"x24"	\$85.00

Hanger with space block for panels 5"x5" \$12.00

Banners

Hemmed banner with grommets. Banners are fade and weather resistant. Standard sizes shown.

13 oz scrim vinyl or 8 oz mesh

3' x 6'	\$41.15
3' x 8'	\$54.87
4' x 6'	\$55.56
4' x 8'	\$74.08
4' x 10'	\$92.60

**Extra fee for custom sizes

Retractable Banners

Size: 33.5" x 79" Pricing includes artwork + stand. Indoor use only.

Graphic Replacement.....	\$70.00
Econo Standard.....	\$120.00
Deluxe	\$170.00





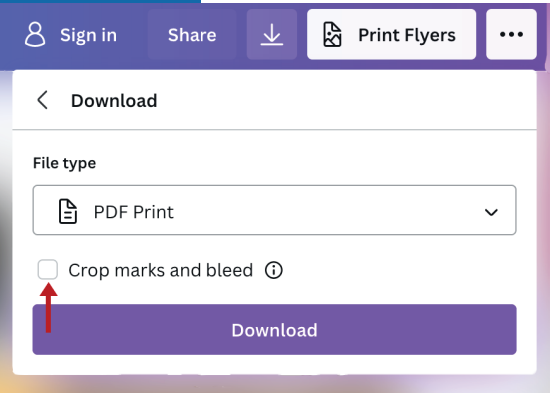
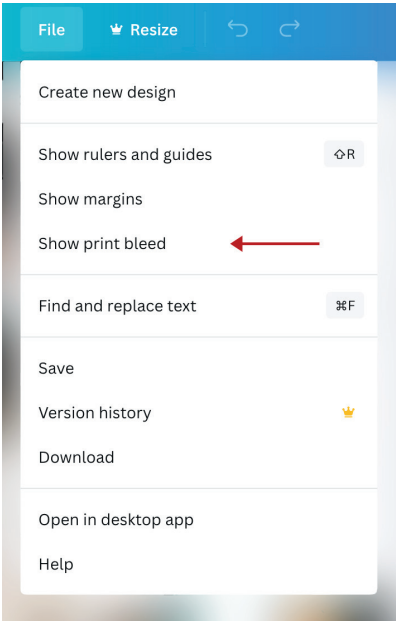
Print-Ready Files Using Canva

Some customers choose to use the online design site, Canva, for creating print-ready files. When doing so, it's essential to make sure your files are set up correctly for the best print outcome.

Before you begin designing, we recommend that you set up your print document and turn on the print bleed setting. This function will allow you to view items going off of the page.

Setting up your print document

- 1. Click on "File" in the top left corner of your screen.
- 2. Then check "Show print bleed." Bleed lines are essential for all photos and colors that extend to the edge of the page.
- 3. Due to the risk of a shift when cutting, make sure you extend the images outside of the bleed line to guarantee your document does not have a white border along the side of your page edges.



Downloading your file

- 1. Start by clicking the download button in the top right.
- 2. Under "File Type," make sure "PDF Print" is selected. (Not PDF Standard).
- 3. Make sure "Crop marks and bleed" are checked. While we do not require crop marks on our files, it is important that your file contains bleed. This setting will give you more bleed than needed, but it's better to have more than not enough.
- 4. Download your files in a single-page PDF format.
- 5. Click "Download" to receive your files.

Bleed Guidelines

What is a bleed?

Bleed is a printing term that is used to describe the extra background that touches the edge of the document which will be trimmed off, leaving no white margin.

No printers can print right to the edge of a sheet therefore any prints with bleed must be printed on a larger sheet and cut down to size. For example, an 8.5"x11" page with bleed must be printed on an 11"x17" sheet, then cut down to 8.5"x11" size.

How to set up bleed

The example below shows how a document should be set up with bleed. Extend your background an extra 1/8 (0.125) inch or 1/4 (0.25) inch larger than the paper's edge (black line) on all four sides. Make sure your important content is 1/8" away from the paper's edge to prevent cut-off of your content.

The same measurements and principles applies to a document of any size, from business cards to banners.



Steps to Submit Orders

- 1 SCCOE Intranet or Website**
Go to SCCOE Intranet > left side column > print order
Go to SCCOE website > Featured Items > Print Services webpage > Find the forms
- 2 Print Services Work Order Form**
Download the form to your desktop. Fill out Print Service Work Order Form. Keycode/cost center is required.
- Business Cards or Rubber Stamps**
Print Services webpage > Click Business Card Order Form Button or Rubber Stamp Order Form link> Download and fill out form
- 3 Email Print Services**
Email pservices@sccoe.org with final files and the order form. Files must be print ready.
- 4 Quote**
We will email back with a quote for approval after we receive all your documents.



DELIVERIES

Monday, Wednesday, Thursday
8:30 am-12:00 pm

Pick-up:
Monday-Friday
8:30am-3:30pm
Closed at lunch 12:00 pm-1:00 pm

Schools & Districts

Free deliveries within the Santa Clara County boundaries with minimum order of \$10.00.

Colleges

Pick-up only.

SCCOE Print Services

Monday-Friday 8:00 am-5:00 pm
Closed at lunch 12:00 pm-1:00 pm

Santa Clara County Office of Education
Print Services Department
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