



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.

2023 prices are effective until 12.31.2023

2023

Prints / Flyers

Prices based on 100 Prints of 1-sided color copies

Gloss Card Stock

12" x 18"	\$56.15
11" x 17"	\$51.05
8.5" x 11"	\$28.28
5.5" x 8.5"	\$16.89
4.25" x 5.5"	\$11.20

Gloss Text Stock

12" x 18"	\$43.78
11" x 17"	\$40.78
8.5" x 11"	\$23.14
5.5" x 8.5"	\$14.32
4.25" x 5.5"	\$9.92

Posters

Regular Poster

Matte 18" x 24"	\$11.19
Gloss 18" x 24"	\$22.39
Matte 24" x 36"	\$22.19
Gloss 24" x 36"	\$44.37

Poster with 2-sided Laminate

Matte 18" x 24"	\$17.19
Gloss 18" x 24"	\$21.43
Matte 24" x 36"	\$34.39
Gloss 24" x 36"	\$42.83

Signs

Poster, Laminate & Mounted on Foam Board

Matte 18" x 24"	\$31.74
Matte 24" x 36"	\$63.15

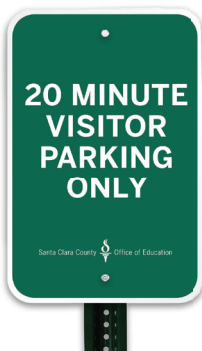
Poster mounted on Foam Board (Indoor use)

Matte 18" x 24"	\$23.05
Gloss 18" x 24"	\$27.22
Matte 24" x 36"	\$46.11
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"	\$20.00
Matte 24" x 36"	\$25.00



Aluminum Signs

2 pre-drilled holes or no holes (blanks). Standard sizes shown. Includes 2 fence hangers.

6" x 9"	\$15.00
12" x 18"	\$20.00
18" x 24"	\$30.00
24" x 36"	\$50.00



Outdoor Banners

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

13 oz scrim vinyl with grommets

3' x 6'	\$36.86
3' x 8'	\$46.57
4' x 6'	\$46.56
4' x 8'	\$62.08
4' x 10'	\$77.60

8 oz mesh with grommets

3' x 6'	\$43.60
3' x 8'	\$58.14
4' x 6'	\$58.14
4' x 8'	\$77.51
4' x 10'	\$96.89

**Extra fee for custom sizes



Retractable Banners

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

Graphic Replacement.....	\$65.00
Econo Standard.....	\$120.00
Deluxe	\$170.00
Premium	\$220.00



Yard Signs

24" x 18"	\$21.00
36" x 24"	\$26.00

Includes step stake.

Business Cards

Single-Sided

150.....	\$10.00
300.....	\$12.00
500.....	\$15.00

Double-Sided

150.....	\$12.00
300.....	\$15.00
500.....	\$19.00

All cards on Brilliant White Matte Stock. For thicker gloss, ask for pricing.

Envelopes

#10 Regular Envelope - BW Ink

500.....	\$79.50
1000.....	\$109.00
2500.....	\$197.50
5000.....	\$345.00
10000.....	\$640.00

#10 Window BW Ink- Peel & Seal

500.....	\$110.00
1000.....	\$170.00
2000.....	\$290.00
4000.....	\$530.00
5000.....	\$650.00

#10 Regular Envelope - Color Ink

500.....	\$82.50
1000.....	\$115.00
2000.....	\$180.00
4000.....	\$310.00
5000.....	\$375.00

#10 Window BW Ink- Security

500.....	\$87.50
1000.....	\$125.00
2000.....	\$200.00
4000.....	\$350.00
5000.....	\$425.00

#10 Window Envelope - BW Ink

500.....	\$81.00
1000.....	\$112.00
2000.....	\$174.00
4000.....	\$298.00
5000.....	\$360.00

#10 Window Color Ink - Security

500.....	\$109.46
1000.....	\$148.33
2000.....	\$224.99
4000.....	\$374.21
5000.....	\$448.37

#10 Window Envelope - Color Ink

500.....	\$92.50
1000.....	\$135.00
2000.....	\$220.00
4000.....	\$390.00
5000.....	\$475.00

9 x 12 Catalog/Booklet Style- BW Ink

500.....	\$86.28
1000.....	\$133.80
2000.....	\$224.43
5000.....	\$489.54

6 x 9 Catalog BW Ink

500.....	\$90.00
1000.....	\$130.00
2000.....	\$210.00

10x 13 Catalog BW Ink

500.....	\$81.84
1000.....	\$210.45
2000.....	\$342.63

NCR Carbonless copy paper

NCRs will be discontinued after 12/31/2023

2 Part (WY) 8.5 X 11

500.....	\$110.00
1000.....	\$175.00
3000.....	\$435.00
5000.....	\$695.00

3 Part (WYP) 8.5 X 11

500.....	\$120.00
1000.....	\$195.00
3000.....	\$495.00
5000.....	\$795.00

2 Part (WY) 8.5 X 5.5 (half sheet)

500.....	\$71.90
1000.....	\$92.10
3000.....	\$170.34
5000.....	\$248.43

3 Part (WYP) 8.5 X 5.5 (half sheet)

500.....	\$82.50
1000.....	\$120.00
3000.....	\$270.00
5000.....	\$420.00

2 Part (WY) 4.25 X 5.5 (quarter sheet)

500.....	\$61.50
1000.....	\$78.00
3000.....	\$144.00
5000.....	\$210.00

4 Part (WYPG) 8.5 X 5.5 (quarter sheet)

500.....	\$95.00
1000.....	\$145.00
3000.....	\$345.00
5000.....	\$545.00

2 Part (WY) 2.83 x 3.67

500.....	\$56.00
1000.....	\$67.00
3000.....	\$111.00
5000.....	\$155.00

4 Part (WYPG) 8.5 X 11

500.....	\$145.00
1000.....	\$245.00
2500.....	\$545.00

Prices based on black and white, 1-sided.

Pads



5.5 x 8.5 Pads (half sheet)

100 Pads of 50 Sheets	\$160.09
250 Pads of 50 Sheets	\$366.66
500 Pads of 50 Sheets	\$710.95
1000 Pads of 50 Sheets	\$1399.53

4.25 x 5.5 Pads (quarter sheet)

100 Pads of 50 Sheets	\$100.00
250 Pads of 50 Sheets	\$250.00

**\$1.00 each pad. 50 minimum.

Prices based on white 20# regular paper, black & white ink, and 1-sided.



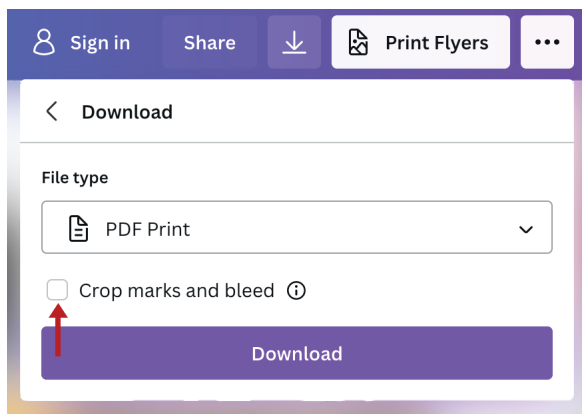
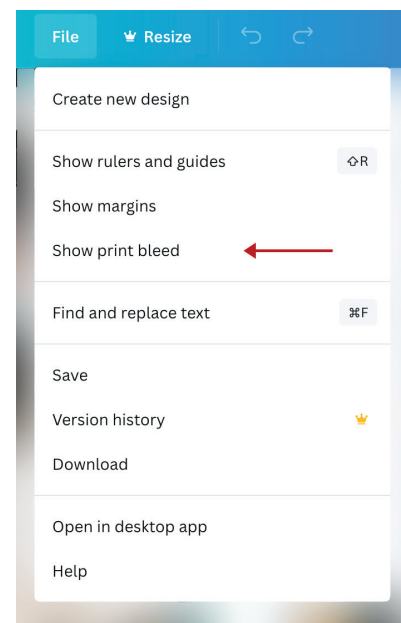
Print- Ready Files Using Canva

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 stripe along the side of your page.



Downloading your print

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 area of background graphic 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 and 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 graphics an extra 1/8" inch or 1/4" inch larger than the paper's edge (black line) on all four sides. Make sure your important content is within 1/8" or 1/4" inch 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

Email Print Services

Email pservices@sccoe.org with the following information:

- PO number
- Quantity
- Size
- Color or Black & White

2

Attach Documents

Attach all your documents to your email request. Your files must be print-ready.

3

Quote

We will email you with a quote for approval after we receive all documents.

Business Cards

Go to SCCOE website > Featured Items > Print Services > Business Card Order Form button. Fill out the the form. Download the form to your computer. Email to print_services@sccoe.org.



DELIVERIES

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

Pick-ups:
Monday-Friday
8:30am-3:30pm, except 12-1pm

SCHOOLS & DISTRICTS

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

COLLEGES & NON-PROFIT ORGANIZATIONS

Pick-up only.

SCCOE Print SERVICES

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

Santa Clara County Office of Education
Print Services Department
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San Jose, CA 95131
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