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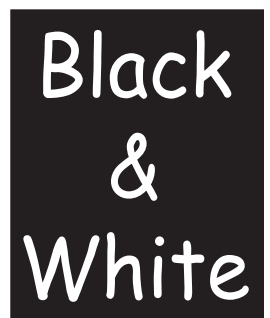
Benefits of Using Region 16 ESC

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Production Equipment

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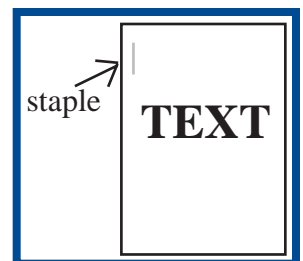
Cerlox Binding - - - - - →



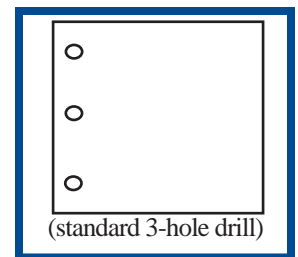
Tape Binding - - - - - →



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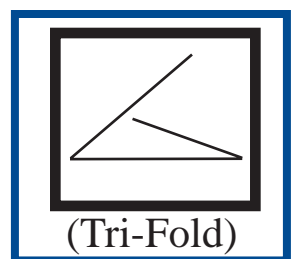


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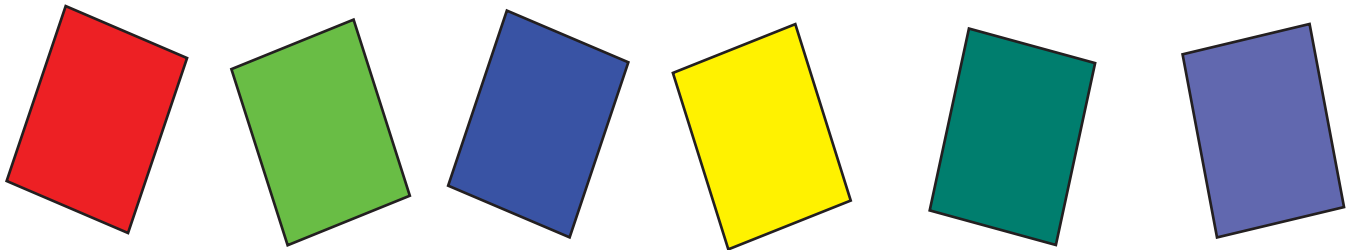
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What are the benefits of using the Region 16 ESC Print Shop?

Located at 5800 Bell Street, the Print Shop offers many solutions for your school's printing needs. Here are just a few services that we offer:

- ★ Black & White copies / Color copies
- ★ Oversize / Poster Printing
- ★ Cerlox Binding / Tape Binding
- ★ Stapling, Drilling, Folding, Cutting, and Padding
- ★ NCR Forms and Lamination

Here are just a few products we specialize in:

- ★ ARD Guides
- ★ Booklets
- ★ Brochures
- ★ Business Cards
- ★ Carbonless Forms (NCR)
- ★ Flyers
- ★ Letterheads
- ★ Manuals
- ★ Newsletters
- ★ Note Pads
- ★ Posters
- ★ Student Handbooks
- ★ Tab Dividers
- ★ Transparencies

Production Equipment

BLACK & WHITE COPIES



XEROX **DocuTech 6115** **Copier/Printer**

- Prints 115 pages per minute
- Prints at 600X600 dpi (dots per inch)
- Reduce/Enlarge functions (25% to 400%)
- High capacity document scanner
- Prints on standard 20 lb. paper & 110 lb. cardstock
- Internal stitcher and tape binder
- Capable of printing five different types of stock on one job
- Booklet maker attachment
- Standard stock & cardstock include: Letter (8.5 x 11), Legal (8.5 x 14), & Ledger/Tabloid (11 x 17)

Production Equipment

COLOR COPIES



XEROX **DocuColor 12** **Copier/Printer**

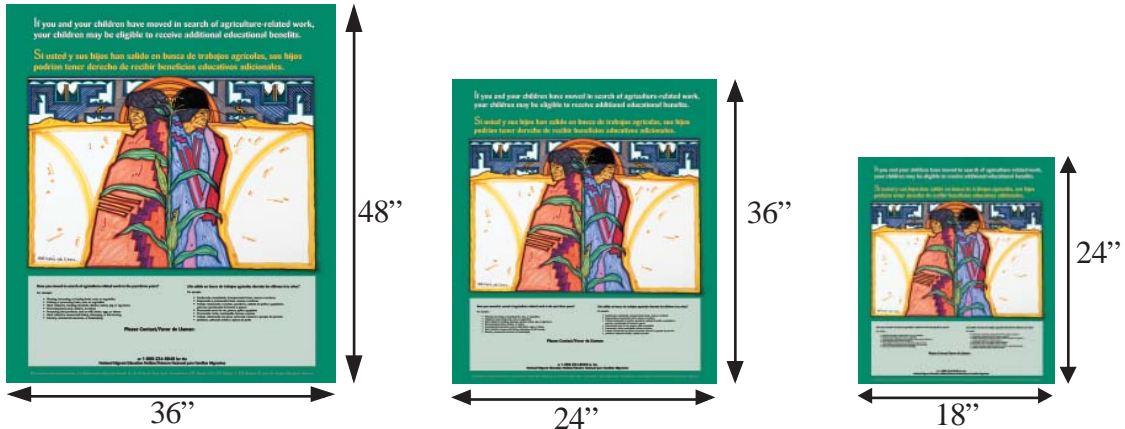
- Prints 12 color pages per minute (standard stock)
- Prints 50 black & white pages per minute (standard stock)
- Prints at 600X600 dpi (dots per inch)
- Reduce/Enlarge functions (25% to 400%)
- Prints on standard 20 lb. paper up to 110 lb. cardstock
- Standard stock & cardstock include: Letter (8.5 x 11), Legal (8.5 x 14), & Ledger/Tabloid (11 x 17)

Production Equipment

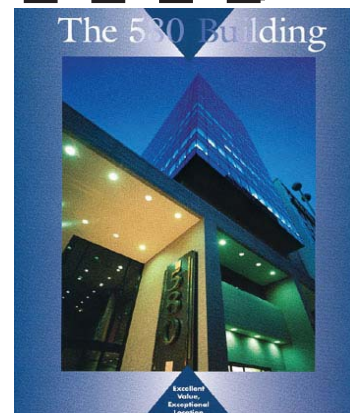
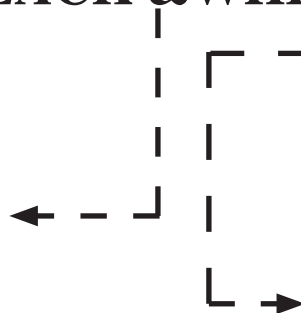
Poster/Oversize Printer



SIZES AVAILABLE



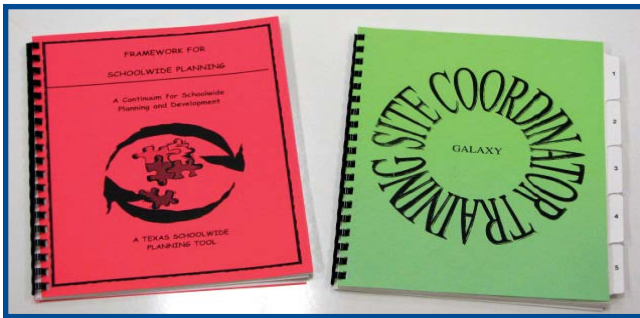
All sizes available in both **BLACK & WHITE** and **FULL COLOR**



Finishing & Auxiliary Options

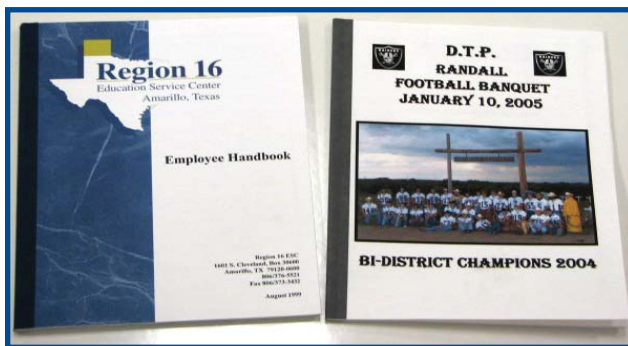
We offer two types of binding. Use the Cerlox or Tape Binding to create a more professional look on any presentation or handbook.

CERLOX BINDING



A book can be cerlox bound either on the top or side of the book. Color or black & white printed cardstock covers can be used to enhance your book. We can also provide **Clear**, **Black**, or **Navy Blue** vinyl covers to protect your book or presentation. Cerlox binding is available in **Navy Blue**, or **Black**.

TAPE BINDING



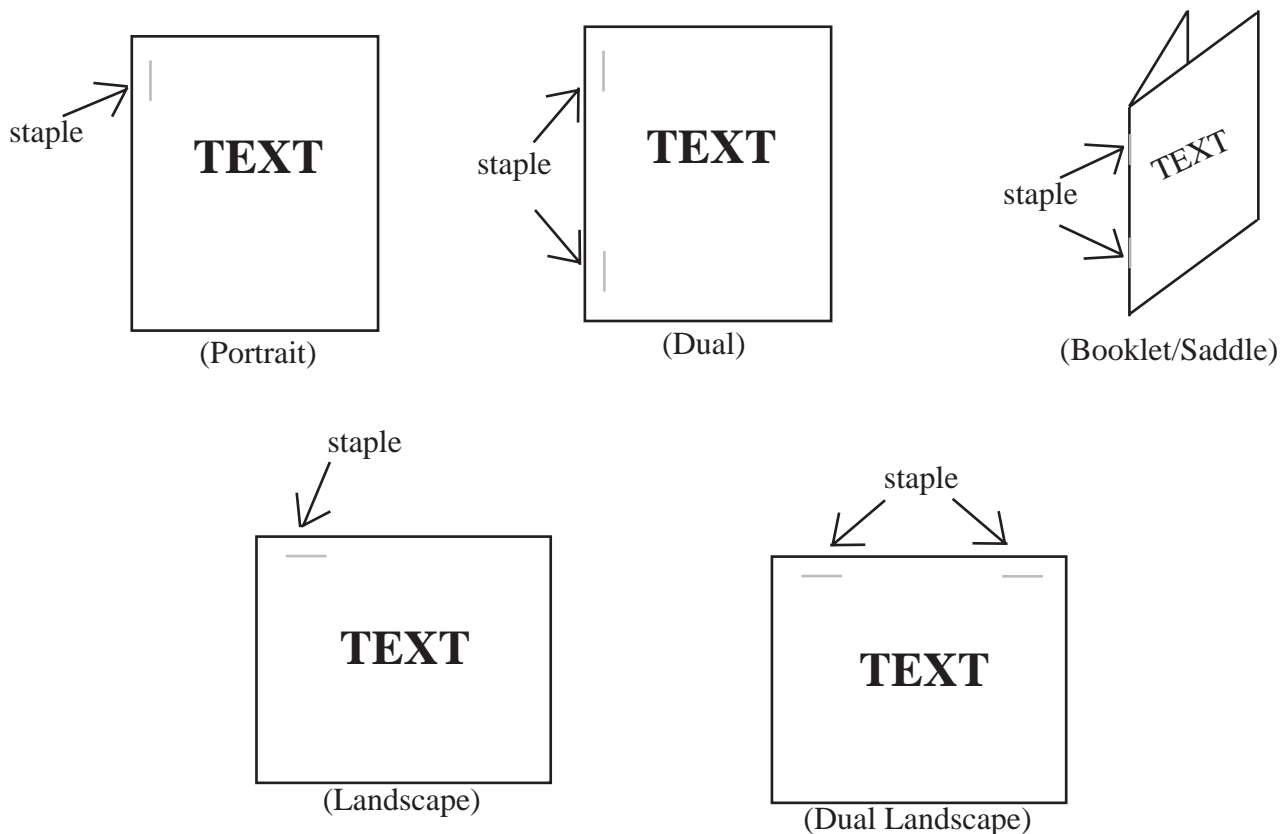
Tape Binding is a cloth-like tape strip that securely fastens your book along the side. This type of binding can be done by the black & white printer/copier or manually. Tape binding is available in **Black**, **Navy Blue**, **White**, and **Gray** tape.

Finishing & Auxiliary Options

There are numerous finishing options to make your project stand out. We have the capabilities to do Stapling, Drilling, Folding, Cutting, Padding, NCR Forms, and Lamination.

Stapling (or Stitching)

Stapling (or Stitching) is a fast and easy way to hold your document together.

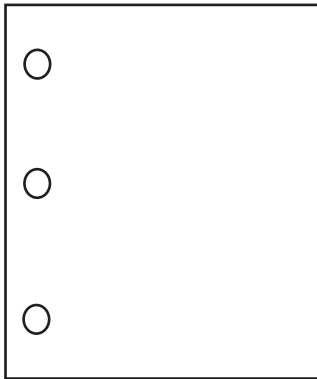


Our machine can staple up to 70 pages. Our booklet stapler can fold, staple, and trim up to 25 pages at one time, using Letter (8.5 x 11), Legal (8.5 x 14), and Ledger/Tabloid (11 x 17) .

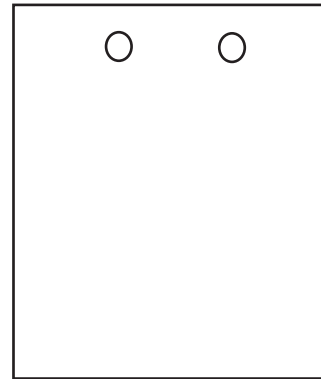
Finishing & Auxiliary Options

DRILLING

Although we offer a 20 lb. white standard 3-hole drilled paper, we also have the ability to drill other types of stock.



(standard 3-hole drill)



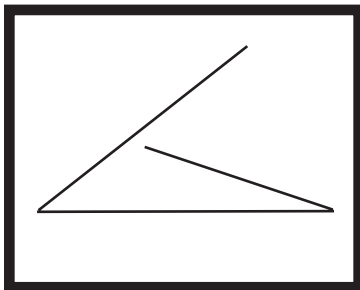
(standard 2-hole drill)

Our drill press is capable of drilling up to 250 standard sheets of paper or 125 sheets of cardstock at one time. We can also do custom drilling.

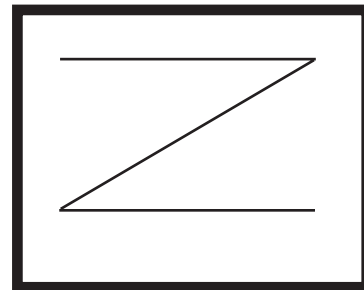
Finishing & Auxiliary Options

FOLDING

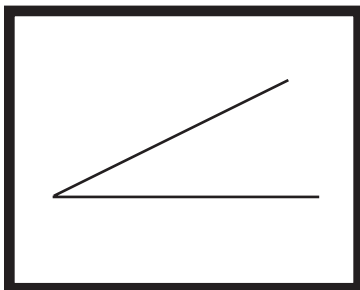
Our folder has the capability of folding Letter (8.5 x 11), Legal (8.5 x 14), or Ledger/Tabloid (11 x 17) paper, up to 70 lb. weight. This machine folds letters, brochures, invitations, and newsletters.



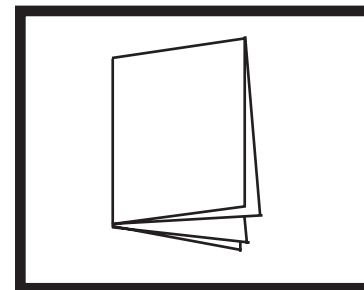
(Tri-Fold)



(Z-Fold)



(Half-Fold)



(Double Half-Fold)

Finishing & Auxiliary Options

CUTTING

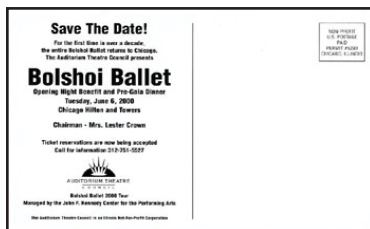
Our high-volume cutter is capable of cutting up to 250 sheets of 20 lb. paper or 125 sheets of 110 lb. cardstock at one time. This machine is ideal for cutting business cards, post cards, or any custom size needed.

BUSINESS CARDS

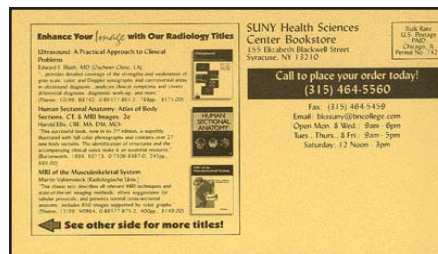


Standard Size: 2 in. x 3.5 in.

POST CARDS



4.25 in. x 5.5 in.



4 in. x 6 in.



5.5 in. x 8.5 in.

Finishing & Auxiliary Options

PADDING

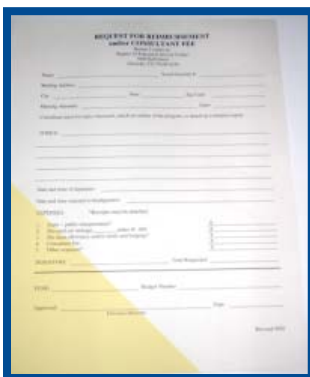
Glue padding is a process in which we press a stack of cut or full size paper and glue one side to bind the paper. This is most commonly used for memo pads, notes pads, or scratch pads. We also have the capability to pad carbonless forms in 2, 3, 4, and 5 part.



NCR FORMS

Meet all your business form needs with our NCR paper. NCR paper brand of carbonless paper is a multi-part form paper system uniquely coated to transmit images from one ply to subsequent plies, with manual or mechanical pressure, without using carbon paper. Carbonless paper can be used to create a multitude of multi-part forms (i.e., Requisition Forms, Detention Notice, Parking Ticket, Expense Report or any forms you may need an immediate copy of).

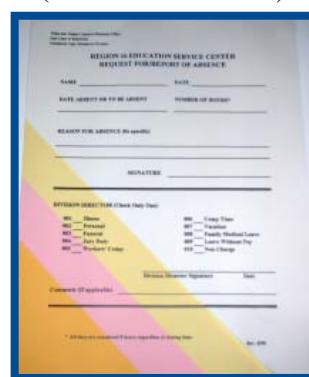
(2 Part NCR Form)




(3 Part NCR Form)



(4 Part NCR Form)



(5 Part NCR Form)



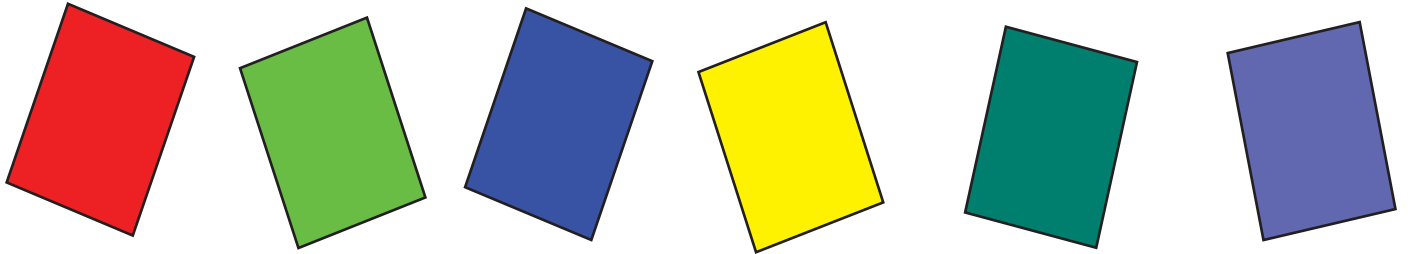
Finishing & Auxiliary Options

LAMINATION

Protect and preserve important documents or posters with a professional, glossy finish lamination. Our lamination thickness is 3 mil. and will laminate a document or poster up to 23 inches wide and 50 feet long.



Paper Stock



Our Print Shop offers a wide variety of colors and different types of paper to fit any project. We have colors to match most of the school colors in the Panhandle (to better show your spirit). Select from bright, colored paper to make a fun project stand out or resume paper for a more professional look. Our cardstock matches most of our paper stock so your projects or stationery are color coordinated.

Please look over the following paper samples.

CONTACT INFORMATION

For more information about our products and services or to get a quote, please contact us.

Lead Graphic Printer
Steve Mager

Graphic Printer
Danny Madrigal

Phone Number
(806) 677-5043

Email
printshop@esc16.net

Files submitted should be in a .pdf file format. Contact us if you are in need of further instructions on creating a .pdf file.