

Instructions for the new Jessamine County Schools Print Shop Ordering Website

Jessamine County Schools Print Shop

YOUR ONE-STOP SHOP FOR:

- COPYING/PRINTING
- BANNERS – POSTERS – WALL GRAPHICS – WINDOW CLINGS – MAGNETS
- GRAPHIC DESIGN SERVICES
- BULK MAILING SERVICES AND MORE

Our Print Services include:

- Fast turnaround color and black/white copying
- Carbonless forms *(up to 5-part)*
- Large format printing *(banner, wall graphic, posters, window clings, magnets)*
- Binding *(comb or glued-spine)*
- Finishing *(booklets, collating, cutting, folding, hole punching, numbering, padding)*
- Stickers/Labels

Store Items include:

- Color paper by sheet, ream or carton *(text, bond and card stock)*
- Printed business envelopes *(#10 regular or window)*
- Note card envelopes

CHOOSE ONE OF THE SERVICES BELOW:



Printing and Copying



Quick Copy



Wide Format



Store Items

Print Shop Hours 7:30 am to 4:30 pm

For Same Day Copying Delivery: Orders must be submitted by 8:00 am.

For Next Day Copying Delivery: Orders must be submitted by 2:00 pm.

Need more information: Contact [Carrie McDonald](#) or [Zack Barnett](#) | 859-881-7100

The Print Shop is located at West Jessamine High School, 2101 Wilmore Road, Nicholasville, KY 40356

We have our own entrance on the side of the building. Look for the blue, metal awning and the words "Public Information"

Printing is limited to school district and school-related printing

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*This booklet can be used as a guide to answer some of your ordering placing quesitons.
Feel free to contact me and I will be happy to walk you through the print order process.*

***Carrie McDonald - 859-881-7100, ext. 1
carrie.mcdonald@jessamine.kyschools.us***

Instructions for the new Jessamine County Schools Print Shop Ordering Website

Step One - Register by clicking on one of the order buttons on the Home Page and following the instructions. I will need to approve your registration before you can place an order.

Home Page

Jessamine County Schools

New Order ▾

My Orders

Reports

Admin

More ▾

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- Stickers/Labels

Store Items include:

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Step Two —

CHOOSE ONE OF THE SERVICES BELOW:



Printing and Copying



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Wide Format



Store Items

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- Note card envelopes

CHOOSE ONE OF THE SERVICES BELOW:

Takes you to all of the printing options (see below)

Printing and Copying

Quick Copy

Wide Format

Store Items

Printing and Copying

Which option best describes the print job you need?

Quick Copies

Business Card

Newsletter

Pads

Booklets

Books

Brochures

Labels

NCR / Carbonless

Post Cards

Posters

Wide Format

Jessamine County Schools Print Shop

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- Stickers/Labels

Store Items include:

- Color paper by sheet, ream or carton *(text, bond and card stock)*
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- Note card envelopes

CHOOSE ONE OF THE SERVICES BELOW:



Printing and Copying



Quick Copy



Wide Format



Store Items

Takes you to printing that needs no other finishing options except corner stapling and/or hole punching (see below)

Quick Copy

Choose your size

What best describes the Category of your Printing Request?



8-1/2 x 11



11 x 17

Jessamine County Schools Print Shop

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- Binding (comb or glued-spine)
- Finishing (booklets, collating, cutting, folding, hole punching, numbering, padding)
- Stickers/Labels

Store Items include:

- Color paper by sheet, ream or carton (text, bond and card stock)
- Printed business envelopes (#10 regular or window)
- Note card envelopes

CHOOSE ONE OF THE SERVICES BELOW:

Takes you to the wide format printing options (see below)

The image shows four blue buttons with white text and icons. From left to right: 'Printing and Copying' with a printer icon, 'Quick Copy' with a document icon, 'Wide Format' with a printer icon and a red box around it, and 'Store Items' with a shopping cart icon.

Wide Format

Choose your size

What best describes the Finish Size of your Printing Request?

The image shows a horizontal row of six blue buttons with white text and icons. From left to right: '18 x 24', '24 x 36', '24 x 48', '36 x 60', '48 x 96', and 'Custom Size'. The 'Custom Size' button is highlighted with a red box.

Choose this option if you don't see your size in the list. This button will give you a minimum \$8 price quote. You will be e-mailed the actual price quote

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Store Items include:

- Color paper by sheet, ream or carton (text, bond and card stock)
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- Note card envelopes

CHOOSE ONE OF THE SERVICES BELOW:




Printing and Copying



Quick Copy



Wide Format



Store Items

For ordering color paper, card stock or school/district printed envelopes

Store Items

View Cart

All Categories


- Paper
- Envelopes

Choose paper or envelopes


City/State: Central Ohio - West Ohio (20, West)
Search Clear View Cart

Featured Categories


Paper > 8 1/2 x 11 text View all products in 8 1/2 x 11 text...




blue 20# 8 1/2 x 11 paper
blue 20# 8 1/2 x 11 paper: Each of 1
\$0.01 per Each



canary 20# 8 1/2 x 11 paper
canary 20# 8 1/2 x 11 paper: Each of 1
\$0.01 per Each




goldenrod 20# 8 1/2 x 11 paper
goldenrod 20# 8 1/2 x 11 paper: Each of 1
\$0.01 per Each




gray 20# 8 1/2 x 11 paper
gray 20# 8 1/2 x 11 paper: Each of 1
\$0.01 per Each


Paper View all products in Paper...




aged 60# parchment
aged 60# 8 1/2 x 11 parchment: Each of 1
\$0.01 per Each



blue 11 x 17 card stock
blue 11 x 17 card stock: Each of 1
\$0.04 per Each



blue 20# 11 x 17 paper
blue 20# 11 x 17 paper: Each of 1
\$0.02 per Each



blue 20# 8 1/2 x 11 paper
blue 20# 8 1/2 x 11 paper: Each of 1
\$0.01 per Each

Step Three - fill out the form

Form page 1

Step 3: Print Order Information

Job Type Quick Copies - 8-1/2 x 11
 Contact Carrie McDonald
 Phone 8598817100
 Site Central Office - Print Shop (CO_Print)

Edit Site Information

Job Name
 # of Sets What is this?

Main Paper

Format 1 Sided 2 Sided

Originals What is this?

Originals Please enter # Originals

Ink Color Black Color Both

Stock Style What is this?

- Stock Weight
- Bond
 - Cover
 - Gloss
 - Text**

- Paper Color
- blue
 - goldenrod
 - green
 - orchid
 - salmon
 - canary
 - gray
 - ivory
 - pink
 - white

If you haven't filled out the form completely, it will prompt you with questions.

These are the pastel text weight colors we have in stock. If you choose a different option from the drop down menu, it will show you those available colors.

<< Back

Continue >>

*The color displayed is a close approximation of the paper color. Due to differences in monitor disp



Form page 2

Choose your finishing options

Step 4: Finishing

Binding

None

None
  Staple 1 Top
  Staple 2 Side

Hole Punches

None

None
  3 Side

Collating

No Collating Collate



Special Instructions

Use the special instructions box to explain the particulars of your job.

Form page 3

Upload your file or choose No.

Step 5: Attach Files



Attach a File?

Choose no if the Print Shop has you need the Print Shop to design your art, if your art is on file with the Print Shop, or if you will be sending a hard copy by courier.

Form page 4

Review your order

Step 6: Billing and Delivery

Job Name	Letter to Parents
Type	Quick Copies - 8-1/2 x 11
# of Sets	600
Total	\$12.00 (\$0.02 Each)

You will get an automatic quote.
This is an estimate. The cost could
change if the order wasn't entered
correctly.

Site

Billing **Account Number**

Shipping Information

Suggested Due Date 

Delivery Hold For Pick Up
 Ship to Site

Site Central Office - Print Shop

Attn

Mail Stop or Area

Shipping Address

Address2

City

State (Abbreviation)

Postal Code

Country

Back

Save As Quote

Cancel Order

Finish

You can save this order as a quote, cancel the order,
or choose "Finish" to send it for printing.

Order Process Complete

Your order has been submitted. Thank you!

If you need to send originals by courier to the print shop, you can print out your job ticket to include with those originals.

Your print job will be assigned a number.

Print Order # 219

[View Order Summary](#)

[Print Job Ticket](#)

Job Name Letter to Parents

Current Status Submitted

Thank you for your order. Please Click Print Ticket and send it to the Printshop with the necessary artwork.

You can use this button to save several files together as a project.

[Add Another Print Order to this Project](#)

You will receive an e-mail saying the order was submitted.

Your Print Request Order #220 has been submitted. [Inbox x](#)



carrie.mcdonald@jessamine.kyschools.us via webdeskprint.com to me

Dear Carrie McDonald,

This is an automated message from Print Services - Jessamine County Schools.

Your Printing Request Order #220 has been submitted on 7/17/2018. Please see below for a summary of this order.

Order Summary	
Job #:	220
Job Name:	PTO flyer
Current Status:	Submitted
Requested Due Date:	7/18/2018
Preliminary Estimate:	\$20.00
Link to Order:	http://jessaminecountyschools.webdeskprint.com/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderId=220
Link to Check Status:	http://jessaminecountyschools.webdeskprint.com/PSP/appNet/OrderHistory.aspx

Thank you,

Print Services - Jessamine County Schools

Keeping Track of your Orders

This menu appears at the top of each page



Click on this button to see all of the orders you have placed.

It will take you to a page like the one below.

Order Filter for Carrie McDonald

Filter Category: All Orders Site/Dept: Created Date Start: Status Date Start: # Records per Page: 100 Skip Skip

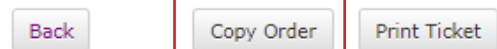
Status Category: All Job Name: Created Date End: Status Date End: Account Number: City orders only

Order Type: All Types Order ID: Project Contain: Requirement Contain: 46 Orders Found

Order ID	Type	Reqd	Job Name	Project	Site/Dept Code	Account Number	Amount	Created Date	Status Date	Shipped	Status	
219	Print		Letter to Parents		Central Office - Print Shop	0001098-0559	\$12.00	7/17/2018	7/17/2018	No	In Production	View
220	Print		PTD Year		Central Office - Print Shop	0001098-0559	\$10.00	7/17/2018	7/17/2018	No	Submitted	View
88	Print		paid		Central Office - Print Shop	0001098-0559	\$10.00	6/26/2018	7/11/2018	No	Complete	View

Easily keep track of the status of your orders.

Order Detail for Order ID 219



Estimate \$12.00
Price Each (\$0.02 per Set)
Status In Production
Date Due 7/18/2018
Due Time
Date Ordered 7/17/2018

Job Summary - Order#: 219

Job Name Letter to Parents
Site Central Office - Print Shop
Contact Carrie McDonald
Account Number 0001098-0559

Order Category Quick Copies
Finish Size 8-1/2 x 11

Printing

of Sets: 600

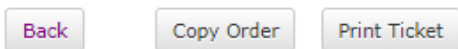
Purpose	Size	Style	Color	Weight	Sides	Originals
Main Paper	8-1/2 x 11	Text	blue	20#	One Sided	1

Finish

Binding None
Hole Punch None
Collate

Delivery

Ship To Ship to Site
Site Central Office - Print Shop
Attn Carrie McDonald
Mail Stop or Area
Address1 2101 Wilmore Road
Address2
City, State, Postal Code Nicholasville, Kentucky 40356 United States
Country United States
Shipping Phone 8598817100
Delivery Note
Customer Note



Need to place the same order again? Click the "view" button

It will bring up the order information. Click the "Copy Order" button You'll be able to review the order before submitting it for print.

Your paper options are listed as Bond, Cover, Gloss, and Text

Stock Weight 60# What is this?

Paper Color

<input checked="" type="radio"/> brite hue blue	<input type="radio"/> brite hue green
<input type="radio"/> fuchsia	<input type="radio"/> orange
<input type="radio"/> red	<input type="radio"/> sea blue
<input type="radio"/> ultra lemon	<input type="radio"/> ultra lime
<input type="radio"/> ultra orange	

Bond is the bright colors

Stock Style Text What is this?

Stock Weight

Text

Paper Color

<input type="radio"/> blue	<input type="radio"/> canary
<input type="radio"/> goldenrod	<input type="radio"/> gray
<input type="radio"/> green	<input type="radio"/> ivory
<input type="radio"/> orchid	<input type="radio"/> pink
<input type="radio"/> salmon	<input checked="" type="radio"/> white

Text is the pastel colors

Gloss is the paper we use on the color copier
28# is the text weight
80# is the cover weight

Cover is our heavy weight paper. It comes in both bright and pastel colors

Stock Style Gloss

Stock Weight 28#

Paper Color white

Stock Style Cover

Stock Weight 65#

What is this?

Paper Color

<input type="radio"/> blue	<input type="radio"/> brite hue blue
<input type="radio"/> canary	<input type="radio"/> cosmic orange
<input type="radio"/> fuchsia	<input type="radio"/> gamma green
<input type="radio"/> goldenrod	<input type="radio"/> gray
<input type="radio"/> green	<input type="radio"/> ivory
<input type="radio"/> lunar blue	<input type="radio"/> meadow
<input type="radio"/> orange	<input type="radio"/> orchid
<input type="radio"/> pink	<input type="radio"/> planetary purple
<input type="radio"/> red	<input type="radio"/> re-entry red
<input type="radio"/> rocket red	<input type="radio"/> sea blue
<input type="radio"/> solar yellow	<input type="radio"/> sunburst yellow
<input type="radio"/> terra green	<input type="radio"/> ultra lemon
<input type="radio"/> ultra lime	<input type="radio"/> ultra orange
<input type="radio"/> vulcan green	<input checked="" type="radio"/> white

If you don't see a color you'd like, contact the print shop. We can order additional colors.

Ordering a Newsletter

Choose the Printing and Copying Button

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- Finishing (booklets, collating, cutting, folding, hole punching, numbering, padding)
- Stickers/Labels

Store Items include:

- Color paper by sheet, ream or carton (text, bond and card stock)
- Printed business envelopes (#10 regular or window)
- Note card envelopes

CHOOSE ONE OF THE SERVICES BELOW:

Choose
This
Option

Printing and Copying

Quick Copy

Wide Format

Store Items

Choose Newsletters

Quick Copies

Business Card

Newsletter

Pads

Booklets

Books

Brochures

Labels

NCR / Carbonless

Post Cards

Posters

Wide Format

Step 2: Select Finished Size for Newsletter

What best describes the Category of your Printing Request?

8-1/2 x 11

1- or 2-page

Saddle Stitch
8 1/2 x 11

3 or more
pages

Fill out the form

Step 3: Print Order Information

Job Type Newsletter - Saddle Stitch 8 1/2 x 11
 Contact Carrie McDonald
 Phone 8598817100
 Site Central Office - Print Shop (CO_Print)

[Edit Site Information](#)

Job Name

Quantity

[What is this?](#)

Graphic Design

[Click here if you need design work](#)

Main Paper

Format 1 Sided 2 Sided

Sheets Per Set

[What is this?](#)

Ink Color Black Color Both

Stock Style

[What is this?](#)

Stock Weight **60#** [What is this?](#)

Bond is the bright colors

Paper Color

-  brite hue blue
-  fuchsia
-  red
-  ultra lemon
-  ultra orange

-  brite hue green
-  orange
-  sea blue
-  ultra lime

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[Continue >>](#)

Ordering a Booklet

Choose the Printing and Copying Button

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CHOOSE ONE OF THE SERVICES BELOW:


Choose This Option




Printing and Copying



Quick Copy



Wide Format



Store Items

Choose Booklets



Quick Copies



Business Card



Newsletter



Pads



Booklets



Books



Brochures



Labels



NCR / Carbonless



Post Cards




Posters




Wide Format

Choose a finish size



Saddle Stitch
5 1/2 x 8 1/2



Saddle Stitch
8 1/2 x 11

Fill out the form

Step 3: Print Order Information

Job Type Booklets - Saddle Stitch 8 1/2 x 11
 Contact Carrie McDonald
 Phone 8598817100
 Site Central Office - Print Shop (CO_Print)

[Edit Site Information](#)

Job Name

of Booklets

[What is this?](#)

Graphic Design

We will contact you to discuss your request.

Main Paper

Format 1 Sided 2 Sided

Count the number of 8 1/2 X 11 pages in the booklet and divide by 4

[What is this?](#)

Ink Color Black Color

Stock Style

[What is this?](#)

Stock Weight **20#** [What is this?](#)

Paper Color

<input type="radio"/> blue	<input type="radio"/> canary
<input type="radio"/> goldenrod	<input type="radio"/> gray
<input type="radio"/> green	<input type="radio"/> ivory
<input type="radio"/> orchid	<input type="radio"/> pink
<input type="radio"/> salmon	<input type="radio"/> white

Here's the tricky part

By counting the originals as noted above, you will get an accurate price quote. If you don't want to count the pages, just enter "4" and we will adjust the number when we receive the job.

Cover Stock

Include Front Cover

Click Here if you want to add a color sheet for your front cover. The next screen (see right) will give you the options for your cover sheet.

[<< Back](#)

[Continue >>](#)

Step 4: Select Cover Stock

Front Cover

Format 1 Sided 2 Sided No Print

Ink Color Black Color

Stock Style [What is this?](#)

Stock Weight **60#** [What is this?](#)

Paper Color

<input type="radio"/> extra hot blue	<input type="radio"/> extra hot green
<input type="radio"/> turquoise	<input type="radio"/> orange
<input type="radio"/> red	<input type="radio"/> ultra yellow
<input type="radio"/> ultra blue	<input type="radio"/> ultra orange

[Back](#)

[Continue](#)

Follow instructions
pg. 7-9 of this document

Every print order option will have a Special Instructions section (see below). Use the special instructions box to explain the particulars of your job.

Step 4: Finishing

Binding

None

None



Staple 1 Top

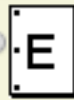


Staple 2 Side

Hole Punches

None

None



3 Side

Collating

No Collating

Collate



Special Instructions

Note that we will review all of the billing tickets and make adjustments to ensure you are getting the most cost-effective option for your print job (ex.: If you run 500 copies on 8 1/2 x 11, we may change that to run 250, 2-up on 11 x 17 to save you money). For that reason, your price quote will be an estimate. We will still send the charges to Finance as we've done in the past so you will be able to review your charges and follow-up with me if you have any questions regarding your monthly billing.

All of the paper we have in stock can be purchase by the sheet or by the ream. This can be done by using the “Store” button on the home page. If you are looking for a specific color and don’t see it in our list, contact us. We’ll be happy to order it for you.

This is also where you would order the pre-printed stationery (#10) envelopes, window envelopes, and note card envelopes.

View Cart

All Categories

Paper

Choose paper or envelopes

Search [] Site/Shop Central Office - Print Shop (CO, Print) Search Clear View Cart

Featured Categories

Paper > 8 1/2 x 11 bond
8 1/2 x 11 bond

View all products in 8 1/2 x 11 bond...

- blue 20# 8 1/2 x 11 paper
blue 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each
- canary 20# 8 1/2 x 11 paper
canary 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each
- goldenrod 20# 8 1/2 x 11 paper
goldenrod 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each
- gray 20# 8 1/2 x 11 paper
gray 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each

Paper

View all products in Paper...

- aged 60# parchment
aged 60# 8 1/2 x 11 parchment Each of 1 \$0.01 per Each
- blue 11 x 17 card stock
blue 11 x 17 card stock Each of 1 \$0.04 per Each
- blue 20# 11 x 17 paper
blue 20# 11 x 17 paper Each of 1 \$0.02 per Each
- blue 20# 8 1/2 x 11 paper
blue 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each

View Cart

All Categories

Paper

Choose the paper type and it will give you the color options we have in stock.

Search [] Site/Shop Central Office - Print Shop (CO, Print) Search Paper Search Clear View Cart

Categories Under Paper

Paper > 8 1/2 x 11 bond
8 1/2 x 11 bond

View all products in 8 1/2 x 11 bond...

- blue 20# 8 1/2 x 11 paper
blue 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each
- canary 20# 8 1/2 x 11 paper
canary 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each
- goldenrod 20# 8 1/2 x 11 paper
goldenrod 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each
- gray 20# 8 1/2 x 11 paper
gray 20# 8 1/2 x 11 paper Each of 1 \$0.01 per Each

Paper > 8 1/2 x 11 bond
8 1/2 x 11 bond

View all products in 8 1/2 x 11 bond...

- bright hue blue 60# 8.5x11
blue 60# 8 1/2 x 11 paper Each of 1 \$0.02 per Each
- bright hue green 60# 8 1/2 x 11 paper
bright hue green 60# 8 1/2 x 11 paper Each of 1 \$0.02 per Each
- fuchsia 60# 8 1/2 x 11 paper
fuchsia 60# 8 1/2 x 11 paper Each of 1 \$0.02 per Each
- lunar blue 60# 8 1/2 x 11 paper
lunar blue 60# 8 1/2 x 11 paper Each of 1 \$0.02 per Each

View Cart

All Categories

Envelopes

These note card envelopes are blank

Search [] Site/Shop Central Office - Print Shop (CO, Print) Search Envelopes Search Clear

Products In Envelopes

- These note card envelopes are blank
- These envelopes are printed with return address
- #10 Printed Envelopes
#10 Envelopes, Box(500) of 500 \$38.00 per Box(500)
- #10 Printed Window Envelopes
#10 Window Envelope, Box(500) of 500 \$36.00 per Box(500)