Custom Printing for Schools
PRICE SHEET

We provide full-service graphics and printing for our schools. Costs include custom layout, per school’s direction, with approval of proof by school office prior to production.

**Business Cards**
- Qty. 500: 1-color—$17 2-color—$25
- Qty. 250: 1-color—$14 2-color—$22

**Color Copy**
8.5” x 11” = .17 cents each

**Envelopes: $135**
#10 business size with or without window, 1,000 quantity, 1-color (school's choice). Increasing quantity by 1,000 increases price by $36.

**Letterhead: $130**
1,000 sheets, 1-color (school's choice), white bond stationery paper stock. Increasing order by 1,000 increases price by $37.

**Personalized Memo Pads: 5.5" x 4.25" = $2.75 per name  5.5" x 8.5" = $3.75 per name**
Memo pad includes employee name and school logo, 100 sheets per pad.

**Postcards**
4.25” x 5.5”, printed on card stock (white or color)
(Cost includes addressing and mailing. Contact Scott Scates for additional information.)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>1-Color</th>
<th>Full Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>1,000</td>
<td>$85</td>
<td>$200</td>
</tr>
<tr>
<td>2,000</td>
<td>$120</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Student Daily Planners for Elementary Schools: $2.75 per student**
8.5” x 11”, 3-hole drilled, 2-color card stock covers customized for the school. Two models available: Grades 1–2 and Grades 3–5. Price includes two editions for each student (August–January and January–June).

**Student Daily Agenda Books for Secondary Schools: $3.50 per student**
6.5” x 9”, laminated full-color covers, spiral bound, one edition for school year, customized cover and text page inserts.

**Small Posters: $1.50 each**
12” x 18” full-color.

**Tickets (Graduation, Theatre Events, etc.)**
Standard Perforated Format
- 2.5” x 8.25”: 250 quantity = $45
- Other formats available.

**Two-part Forms**
- 5.5” x 8.5”, 1-color, (school’s choice), 500 quantity = $97.50
- 8.5” x 11”, 1-color, (schools choice), 500 quantity = $130

**Vinyl Banners: $96**
- 24” x 60”, full-color, 6 brass grommets = $50
- 36” x 72”, full-color, 6 brass grommets = $90
- 36” x 48”, full-color, 4 brass grommets = $60
- 42” x 96”, full-color, 8 brass grommets = $140

For information on other products, such as certificates, invitations, brochures, course bulletins, newsletters, pocket folders, registration cards, labels, and bumper stickers, contact our Customer Service Desk:
Scott_B_Scates@mcpsmd.org, phone: 240-740-6529

Montgomery County Public Schools
Expanding Opportunity and Unleashing Potential