



# REPRO*Graphics*

## LACOE Reprographics

# LACOE Reprographics

Printing Services for Los Angeles County School Districts  
and LEAs



Los Angeles County  
Office of Education



A fan of color calibration charts and a color bar. The fan is open, showing a wide range of colors from blue to red. The charts are printed on white paper with a grid pattern. The color bar is a strip of color that runs across the top of the fan. The background is a dark, textured surface.

# Reprographics Services

**The Los Angeles County Office of Education, in an ongoing effort to provide increased support for districts, is offering our reprographics services to LEAs in Los Angeles County.**



**Los Angeles County  
Office of Education**

# Why use LACOE Reprographics?



- **Extremely High Quality**
  - State-of-the-art printing technology ensures vibrant colors and crisp details
- **Quick Turnaround**
  - Fast and efficient production process. We understand the importance of meeting deadlines in the education sector
- **Highly Trained Technical Staff**
  - Our team consists of skilled professionals with extensive experience in reprographic services and artwork prepress services
- **Customization**
  - Our staff will work with you to provide flexible solutions to meet your unique requirements



# Digital Print Services

- The Reprographics section offers a large variety of printing and graphics services such as:
- **Digital printing of soft cover books**
- **Flyers**
- **Manuals**
- **Variable Data**
- **Training Materials, etc.**





# Various Bindery and Finishing Options

We offer different bindery options for your project and can recommend the most cost effective way to produce the best looking finished product.

- **Square Fold Saddle Stitch Booklets (with spine printing)**
- **Perfect Binding for larger type books**
- **Stapling**
- **3 hole drilling**
- **Folding**
- **Creasing**
- **Cutting**



# Wide Format Printing

We can provide wide format printing for your small to medium event. Some of the items we can produce are:

- **Posters**
- **Retractable Banners**
- **Vinyl Banners**
- **Vinyl Lettering and Graphics**

**LACOE also has special pricing for specialty and larger items such as table throws, Ez-Ups, and trade show style items through our vendors.**



# Our Print Equipment

## *Digital Presses*

- Canon Imagepress 10000VP
- Canon Imagepress C750
- Océ\Canon VarioPrint 6200 w\  
Watkins\Océ BLM 550 Squarefold  
Booklet Maker

## *Front End Graphics Software*

- Prisma Prepare
- Adobe Acrobat
- Enfocus Pitstop Pro
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop





# Wide Format Equipment

- Canon 4000S - 12 Color 42"
- Mimaki CJV-30-100
- Mimaki CJV-150-75





# Our Bindery and Specialty Equipment

- *Challenge 305XG Cutter*
- *Challenge M-5 Drill*
- *GBC Titan W44 Laminator*
- *Morgana Digi-Fold*
- *Morgana Auto-Creaser*
- *Roland EGX-350 Engraver*
- *Keen Graphics Excalibur panel cutter*
- *Fuji-Pla Auto Laminator*




# Request Submission

- Districts can submit orders using a Reprographics District Request Form #501-005-D and submit requests to [Repro\\_Desk@lacoed.edu](mailto:Repro_Desk@lacoed.edu). Artwork may be included as an attachment in PDF form.
- Customers may also hand-deliver their forms and artwork to the Reprographics office at the Ed Center West building room 516 located in Downey at 12830 Columbia Way between 8:00 am and 4:30 pm.
- A Reprographics staff member will initiate communication to consult with the requestor on the best way to produce each job and provide a quote.

The Reprographics Request form can be accessed on [www.lacoed.edu](http://www.lacoed.edu) using the link below.

<https://www.lacoed.edu/LinkClick.aspx?fileticket=Jmk-LNdDVT8%3d&tabid=255&portalid=0&mid=1905>



**Los Angeles County Office of Education**  
LACOE Reprographics  
Phone: 562-922-8409  
Email: [Repro\\_Desk@lacoed.edu](mailto:Repro_Desk@lacoed.edu)

**Los Angeles County Office of Education**  
**Reprographics Request**  
for Los Angeles County School Districts

REPROGRAPHICS NUMBER (Repro use only)	
QUOTED PRICE	FINAL COST
\$	\$

**Contact Information**

NAME OF PERSON TO CONTACT FOR QUESTIONS	PHONE # OF CONTACT PERSON	EMAIL OF CONTACT PERSON	TODAY'S DATE
APPROVING ADMINISTRATOR'S NAME AND SIGNATURE		DISTRICT AND DEPARTMENT	
INTERDISTRICT BU NUMBER	ACCOUNT CODE		

**Job Description**

TITLE OR NAME OF PRINT ORDER (Include any applicable form numbers or revision dates)				DATE	TIME
QUANTITY	HOW MANY SHEETS IN THE DOCUMENT WILL BE PRINTED IN BLACK (NAT) (number of sheets as they apply)	HOW MANY SHEETS IN THE DOCUMENT WILL BE PRINTED IN COLORED (NAT) (number of sheets as they apply)	HOW MANY SHEETS WILL BE BLANK?	FINISHED SIZE	
	One Sided	Two Sided			

ORIGINAL DOCUMENTS PROVIDED VIA (All electronic originals need to be supplied in PDF format)

☐ CD or Memory Device
 ☐ Email (to [Repro\\_Desk@lacoed.edu](mailto:Repro_Desk@lacoed.edu))
 ☐ Print from Hardcopy Original

ADDITIONAL EXPLANATION OR INFORMATION IF NEEDED (Special ink colors, artwork notations, special order paper, etc.)

**Paper Stock**

<input type="checkbox"/> 20 lb. Bond Paper <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Buff <input type="checkbox"/> Canary <input type="checkbox"/> Green	<b>Parchment Paper</b> <input type="checkbox"/> Ivory <input type="checkbox"/> Pink <input type="checkbox"/> Goldenrod <input type="checkbox"/> Salmon <input type="checkbox"/> Orchid	<b>Carbonless</b> <input type="checkbox"/> White <input type="checkbox"/> Natural <input type="checkbox"/> 2 Part <input type="checkbox"/> 3 Part <input type="checkbox"/> 4 Part	<b>Miscellaneous</b> <b>White Paper:</b> <input type="checkbox"/> 2 Part <input type="checkbox"/> Coated 1 Side <input type="checkbox"/> Laser	<b>Cover-Card Stock*</b> <input type="checkbox"/> White <input type="checkbox"/> Coated 1 Side <input type="checkbox"/> Matte Coated
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\* (Cover-Card weight stock is used for book covers, postcards, business cards, etc.)

**Wide Format**

<input type="checkbox"/> Poster <input type="checkbox"/> Banner	<input type="checkbox"/> Plain Paper <input type="checkbox"/> Gloss Paper <input type="checkbox"/> Vinyl Banner	<b>Laminate and Mounting</b> <input type="checkbox"/> Matte <input type="checkbox"/> Gloss <input type="checkbox"/> Mount on Foamcore	<input type="checkbox"/> Vinyl Lettering and Signs <input type="checkbox"/> Retractable Banner (36" x 80")
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Finished Size \_\_\_\_\_

**Finishing**

<input type="checkbox"/> Collate Only <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Staple Upper Left	<input type="checkbox"/> Saddle Stitch Booklet <input type="checkbox"/> Fold	<input type="checkbox"/> Make into pads # of sheets per pad _____
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**Pick-up/Delivery** For urgent or rush orders, pick-up is recommended.

<input type="checkbox"/> Pick-up (Reprographics Department - 12830 Columbia Way, Room 516, Downey, CA 90242) <input type="checkbox"/> JET Delivery to District Office.
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Email this form with digital originals to: [Repro\\_Desk@lacoed.edu](mailto:Repro_Desk@lacoed.edu) or print on white bond paper and deliver to:

LACOE Reprographics  
12830 Columbia Way, Room 516  
Downey, CA 90242

Form No. 501-005-D 06/21/2023

DISTRIBUTION: Original - Repro (billing); Copy - Repro (delivery/pickup)





**Black prints per side  
regardless of size up to  
12"x18" \*Plus paper costs**




**Color prints per side  
regardless of size up to  
12"x18" \*Plus paper costs**



***Labor intensive finishing and pre press services may  
incur additional labor charges at \$1.08 per minute.***

***\*Paper costs are determined by the type and market at the  
time of quotation.***

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- A graphic showing a wooden stamp with the words "OUR PRICES" in blue ink, a silver paperclip, and a blue rectangular stamp with the words "OUR PRICES" in white text on a brown background.
- ***LACOE will perform an inter-district transfer at the end of each month for the cost of your print jobs, eliminating the extra paperwork of issuing checks and remittance.***
  - ***Reprographics will give you a final invoice with your job and we can email it to you upon request.***

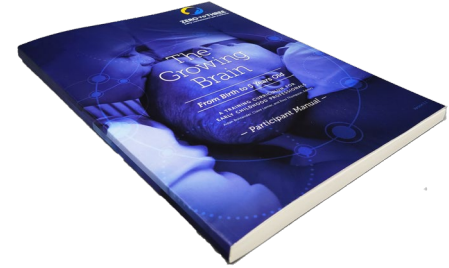


# Sample Pricing

To the right you will find a few sample jobs with pricing.

As each job is unique, a Reprographics staff member will quote your job to your specifications and may also provide you with different options for your request.

**200 page full color book on 70# offset with a full bleed 80# coated color cover, Perfect Bound (glue bound) - \$8.47 per book**



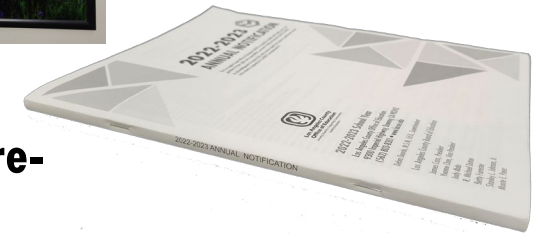
**Retractable Banner 36" x 80" with changeable graphic, full color) - \$191.00 Each**



**Full color poster glossy paper 24" x 36" (unmounted)- \$15.00 each**



**100 page booklet all black on 20# Bond, Square-Fold Saddle Stitch - \$2.00 per book**





- **We understand the importance of timely and reliable delivery for your projects.**
- **We can deliver using JET Services to your district office. This will provide efficient and secure delivery for your orders.**
- **You may also pick up orders at the LACOE Reprographics office.**

# **Delivery with JET Services**



# Contact Information

If you would like to receive a customized quote or place an order with us please contact the LACOE Reprographics Department.

- **Email: [Repro\\_Desk@laoe.edu](mailto:Repro_Desk@laoe.edu)**
- **Phone: 562-922-6409**
- **12830 Columbia Way, Rm 516  
Downey, CA 90242**







**If you would like more information or would like a tour of our  
Reprographics Unit please contact :**

**Dave Marx  
Administrative Services Coordinator  
Controller's Office  
Marx\_Dave@laoe.edu  
562.966.4338**



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