

**T**he Graphic Communications Department of the Alameda County Office of Education is an in-plant print facility combining professional graphic design with on-demand photocopying and high-quality traditional printing and binding services. We are your one-stop printing solution.

**GRAPHIC COMMUNICATIONS**  
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# ACOE GRAPHIC COMMUNICATIONS

The solution for all your graphic design and printing needs



**ALAMEDA COUNTY OFFICE OF EDUCATION**  
 SHEILA JORDAN, SUPERINTENDENT  
 313 WEST WINTON AVE. • HAYWARD, CA 94544-1136  
 www.acoe.org

The Graphic Communications Department of the Alameda County Office of Education has earned an outstanding reputation for quality and service throughout the state of California. Graphic design, color and black-and-white printing and photocopying, and bindery services are provided to County Office of Education programs, school districts, charter and private schools, and nonprofit organizations. If you have a printing or copying need, we can fill it.

Some of the items we produce are:

- ✦ Brochures
- ✦ Newsletters
- ✦ Carbonless (NCR) Forms
- ✦ Pamphlets
- ✦ Stationery
- ✦ Business Cards
- ✦ Envelopes
- ✦ Notecards
- ✦ Bookmarks
- ✦ Certificates
- ✦ Workshop/Class Announcements
- ✦ Manuals
- ✦ Posters and signs
- ✦ Reports
- ✦ Workshop handouts
- ✦ Binder cover and spine inserts
- ✦ Tabs
- ✦ Labels
- ✦ Transparencies
- ✦ Directories
- ✦ CD/DVD Jewel Case Inserts

We are committed to providing school districts, charter and private schools, and nonprofit organizations with excellent service and dependability.

*We accept electronic or hard-copy originals for printing. Please call 510-670-4118 for e-mail instructions.*

## GRAPHIC DESIGN and PRINTING SERVICES

### GRAPHIC DESIGN and PREPRESS



An effectively designed publication has the power to communicate clearly and authoritatively. From the selection of type through the finished product, our graphic design personnel will help your ideas take shape. We offer cross-platform file conversion to ensure that your printed output will be of the highest quality and delivered to you in the shortest possible time. We will work with you to create dynamic, compelling graphic pieces that get attention. Graphic design services are \$72.50 per hour.

### OFFSET PRINTING

Graphic Communications offers a full range of one- and two-color offset services. The department specializes in run lengths from as few as 100 to 50,000, and can meet your job specifications for color control, paper, and more. Quality and quick turnaround are our top priorities.



### DIGITAL PRINTING

The department is equipped with two high-volume digital printers/copiers. A Konica Bizhubpro produces high-quality color prints at 50 per minute. Due to our high volume, we are able to deliver color copies/prints for as little as 21¢ each. Our Canon ImageRunner prints black and white copies at a rate of 105 per minute with a per-copy charge of 4¢ for a single-side copy on white paper.

### BINDERY SERVICES



The bindery services include folding, collating, stapling, cutting, scoring, drilling holes, saddle stitching, and cloth-tape (FastBack) binding with the ability to print on the spine of your book. Price quotes are available on request.

## 2009-10 SAMPLE PRICING

### Carbonless (NCR) Forms - 8½ x 11"

• 2-part, 500 sets . . . . .	\$ 95.25
• 2-part, 1000 sets . . . . .	132.25
• 2-part, 2500 sets . . . . .	263.50
• 3-part, 500 sets . . . . .	111.25
• 3-part, 1000 sets . . . . .	174.00
• 3-part, 2500 sets . . . . .	384.25
• 4-part, 500 sets . . . . .	143.25
• 4-part, 1000 sets . . . . .	226.75
• 4-part, 2500 sets . . . . .	509.25
• 5-part, 500 sets . . . . .	178.25
• 5-part, 1000 sets . . . . .	292.25
• 5-part, 2500 sets . . . . .	663.75

### Full color copies/prints - 8½ x 11"

20 lb. white bond . . . . .	\$ .210
printed on both sides . . . . .	.420
28 lb. Microprint digital paper . . . . .	.250
printed on both sides . . . . .	.460
32 lb. Microprint digital paper . . . . .	.280
printed on both sides . . . . .	.490
100 lb. Gloss Text . . . . .	.300
printed on both sides . . . . .	.510
100 lb. Gloss Cover . . . . .	.330

### Black and white copies/prints - 8½ x 11"

20 lb. white bond . . . . .	\$ .043
printed both sides . . . . .	.080
20 lb. colored bond . . . . .	.049
printed both sides . . . . .	.088
110# colored index . . . . .	.068
printed both sides . . . . .	.126

Printed jobs may be delivered to school districts via the County Pony or your district messenger.

The above prices are based on receipt of electronic or original camera-ready copy. Call Cindy Price (510-670-4118) for price quotes for business cards, newsletters, stationery, envelopes, half- or quarter-sheet carbonless forms, and all other jobs not listed above.

Professional design time is charged at \$72.50/hour.