

SEPTEMBER 27, 2010

CITY OF PASADENA STARTS COPY CENTER SERVICES FOR PUSD

For your convenience, please find the attached instruction sheet titled "How to Place a Copy Order with City of Pasadena – Printing Services".

HOW DO YOU SUBMIT A COPY ORDER REQUEST (form sample attached)?

There are two ways you can place your order: **via telephone (hard copy) OR via e-mail.**

If you access the website: www.cityofpasadenaprintweb.net and click on "Partnering with PUSD" simply click on the "PUSD Copy Request" and follow the instructions (**same as the attached color instruction sheet with screen shots**). **RECOMMENDED: SAVE** the web address in Favorites on your computer.

If you use **the TELEPHONE ORDER PROCESS**, the Copy Center courier will be out to pick up your job and prior to the courier's arrival you must complete the Copy Request Form AND the 3-part NCR manifest form.

On the Copy Request Form, you must fill in the form completely which includes the complete 30 digit funding code (budget number) and fill in a JOB NUMBER and a JOB NAME.

On the manifest form you will fill in the JOB NUMBER and the JOB NAME using the same information you used on the Copy Request Form.

The **JOB NUMBER** will be your site/department location code (do not use four zeros) and a numeric sequence.

EXAMPLE: 004/1 (Altadena/1st copy request)
004/2 (Altadena/2nd copy request)

It is recommended that you maintain a written list where you would note the number sequence of the JOB NUMBERS that have been assigned so when you fill the next Copy Request Form you fill in the JOB NUMBER with the next number in sequence (1,2,3,4...).

The **JOB NAME** will be what you "label" the job so it can be easily tracked by you and should you need to call the Copy Center to check on your copy job it can easily be identified so you can receive expedient response to your inquiry.

EXAMPLES: Mrs. Jones – 4th gr. Math assignments
Back to School Night packets

If you use the E-MAIL ORDER PROCESS follow the instructions as described above but there is no need to fill out a manifest form. The Copy Center will fill out the manifest form with the JOB NUMBER AND JOB NAME you provided when you submitted the Copy Request Form.

NOTE: ALL DELIVERIES WILL BE MADE TO SITE OFFICE/DEPT. STAFF ONLY and a signature will be required for acceptance of delivery.

For assistance call 626-744-PUSD. If you need assistance or would like for someone from the Copy Center to come to your site/dept. and provide hands on training please call 626-744-PUSD to schedule.

CITY COPY CENTER CONTACT INFORMATION AND HOURS OF OPERATION:

City of Pasadena

Copy Center

744-PUSD

FAX: 744-4728

www.cityofpasadenaprintweb.net

HOURS: 7:30a.m. to 5:30p.m.

Please see list for holidays and when City offices are closed

STAFF LISTING

Customer Service

Susan Soto, *Supervisor*

Vendi Elmen, *Graphic Artist*

Tony Perez, *Production Coordinator*

Susan Soto, *Sr. Graphic Artist*

Sonia Rodriguez, *Graphic Artist*

Couriers

Steve Rojas, *Press Operator*

Bruce Augusto, *Sr. Press Operator*

Frank Gomez, *Digital Press Operator*

Carlos Camarena, *Digital Press Operator*

INCLUDED IN THIS PACKAGE:

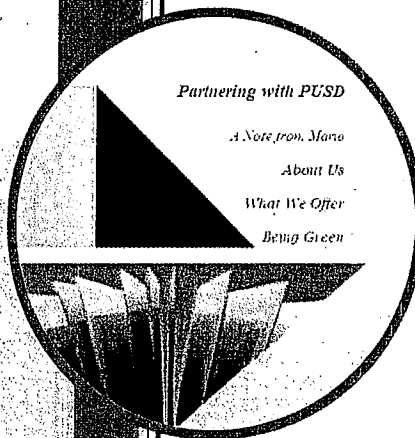
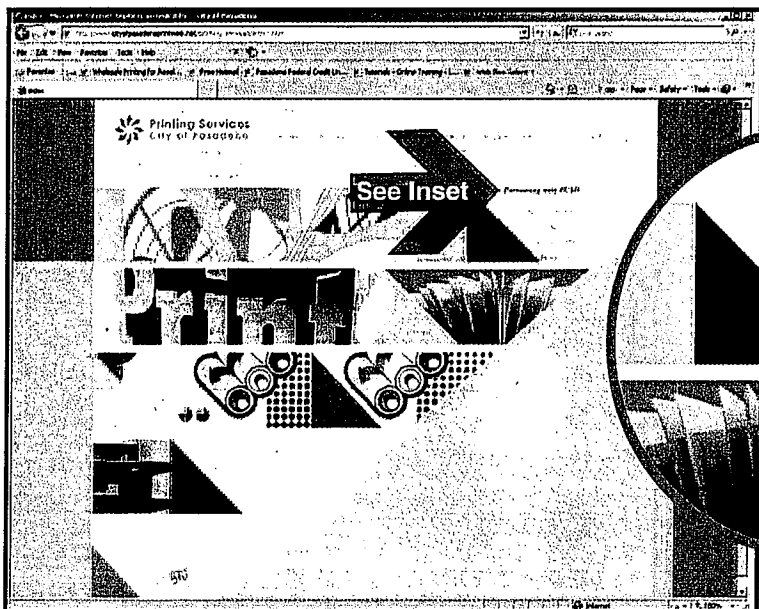
- Color instruction sheet with screen shots that provides step-by-step instructions titled "How to Place a Copy Order with City of Pasadena – Printing Services"
- List of City COPY CENTER staff , phone numbers, service hours and website address
- Sample Copy Request Form
- Sample Manifest Form (non NCR)
- Shrink wrapped package of 25 manifest forms – when you need more forms contact the Copy Center directly.
- List of Dates when City offices are closed

The list includes when City Offices are closed due to Holidays and the 9/80 schedule where every other Friday the City offices are closed. Please make every effort to plan your requests with these dates in mind. In the event that you have a time sensitive need that requires service on a scheduled 9/80 closed day, the City has arranged for staff to be on standby and will ensure your service time line is met. You are required to contact the COPY CENTER no later than 2:00PM the day PRIOR to the scheduled date offices are closed.

How to Place a Copy Order with City of Pasadena - Printing Services

(Instructions for Microsoft Explorer, if using another browser the instructions may vary)

1. OPEN Microsoft Explorer browser
2. Type in: **www.cityofpasadenaprintweb.net** and the window below will pop-up.

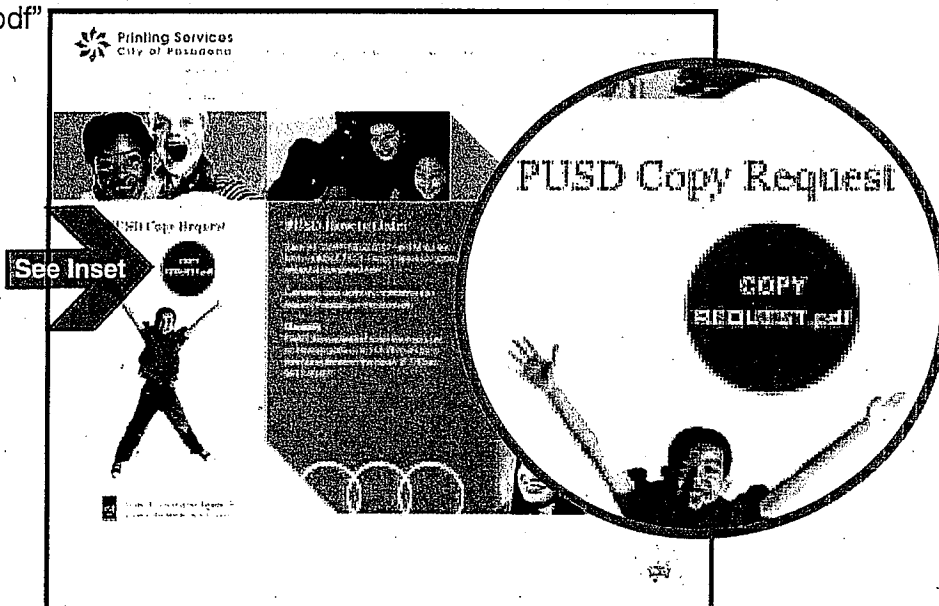


3. CLICK on "Partnering with PUSD" and the window below will pop-up.
(See purple text in upper right hand corner. Text changes to aqua when passed over with mouse).
You may want to add this link to your "Favorites"

To save to your favorites:

- a. CLICK on Button tab "Favorites"
- b. CLICK on "Add to favorites"
- c. Dialog box will pop up and you can change the name or leave it as PUSD.
- d. CLICK on ADD.

4. CLICK on "Copy Request.pdf"
(Orange circle near left edge of page)



Printing Services
City of Pasadena
DEPARTMENT OF TREASURY
PURCHASING DIVISION
101 N. Central Ave., Rm. 1012
Pasadena, CA 91101

PUSD JOB NO. _____
JOB NAME _____
CONTACT INFORMATION (626) 744-PUSD (744-7228) • Fax (626) 744-4725 • www.cityofpasadena.net

PASADENA UNIFIED SCHOOL DISTRICT COPY REQUEST

PROJECT INFORMATION:
Black & White Copies - \$0.25 per impression
Color Copies - \$0.50 per impression
Binding - up to 10" x 16.5 in., 60" to 11" x 17 in., 11" x 17" x 2" - \$5 ea.

PROCESSED BY _____
DEPARTMENT / SCHOOL _____
PHONE NUMBER (EXT) _____

FUNDING CODE _____
Fund numbers are mandatory to submit orders or work will NOT be started. Fill in ALL boxes.

DATE RECEIVED: _____ TODAY'S DATE: _____ DATE NEEDED: _____

TIME NEEDED BY:	PAPER:	SENDING:	FORMAT:	STAPLE:
<input type="checkbox"/> 3:00 A.M.	<input type="checkbox"/> Standard Paper	<input type="checkbox"/> 1st of	<input type="checkbox"/> 1.1 line ruled to one side	<input type="checkbox"/> Single
<input type="checkbox"/> 6:00 A.M.	<input type="checkbox"/> Color	<input type="checkbox"/> Black Copy	<input type="checkbox"/> 1.2 line ruled to one side	<input type="checkbox"/> Perforated
<input type="checkbox"/> 9:00 A.M.	<input type="checkbox"/> 20% Weight Paper	<input type="checkbox"/> Back Copy	<input type="checkbox"/> 2.0 line ruled to one side	<input type="checkbox"/> Double
<input type="checkbox"/> 12:00 P.M.	<input type="checkbox"/> 8 1/2" x 11"	<input type="checkbox"/> 3rd of	<input type="checkbox"/> 2.5 line ruled to one side	<input type="checkbox"/> Single Landscape
<input type="checkbox"/> 3:00 P.M.	<input type="checkbox"/> 8 1/2" x 10"	<input type="checkbox"/> 10th of	<input type="checkbox"/> Copy as is	<input type="checkbox"/> Double
<input type="checkbox"/> 6:00 P.M.	<input type="checkbox"/> 8 1/2" x 10"	<input type="checkbox"/> 15th of	<input type="checkbox"/> Copied or stamped pages only	<input type="checkbox"/> Single
<input type="checkbox"/> 9:00 P.M.	<input type="checkbox"/> Special Request Paper	<input type="checkbox"/> 20th of	<input type="checkbox"/> Printed on left by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> Unruled	<input type="checkbox"/> 25th of	<input type="checkbox"/> Printed on right by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 30th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 35th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 40th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 45th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 50th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 55th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 60th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 65th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 70th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 75th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 80th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 85th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 90th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 95th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Single
	<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 100th of	<input type="checkbox"/> Color or black by _____	<input type="checkbox"/> Double

ORDER WILL BE DELIVERED TO SITE OFFICE MANAGER
ADDITIONAL INFORMATION/SPECIAL INSTRUCTIONS: _____

PRINTING SERVICES USE ONLY

TOTAL PRICE: _____ Total Copy Count: _____ Number of Sets: _____
Vendor Work: _____
OPERATOR: _____ Overtime: _____
CDD BY: _____ Of Approval: _____

5. This opens the Pasadena Unified School District Copy Request Form.

NOTE: You may want to save this form blank to your desktop for future use. On the toolbar at the top CLICK on the tab labeled "File", then CLICK on "Save as", in the dialog box, rename your file (COPY REQUEST FORM), or something you will recognize in the future. CLICK on SAVE.

At this point you may print the form and complete it manually or continue to fill out the form using your computer. Either method you choose be sure to:

6. Fill out the form completely. Enter a JOB NUMBER and give your order a JOB NAME. Your JOB NO. will be your location code (do not use four zeros) and a numeric sequence.

Example: 004-1 (Altadena - 1st copy request)

004-2 (Altadena - 2nd copy request)

Your JOB NAME will be what you "label" the job for easy tracking.

Example: Mrs. Jones - Math Assignments

Funding Code must be complete for job to be processed.

You may select one of two ways to place your order:

VIA TELEPHONE SERVICE:

- Attach the completed order form to materials to be copied.
- Fill out the top portion of manifest (3-part NCR form)
- Call 744-PUSD and request pick-up of order.

OR

PASADENA UNIFIED SCHOOL DISTRICT
City Hall - Room 1012
Pasadena, CA 91101
Phone: (626) 744-4728
Fax: (626) 744-4729
Email: info@pUSD.net
www.pUSD.net

CITY OF PASADENA - PRINTING SERVICES

DATE: _____
INTEREST NAME: _____ PHONE NO.: _____
JOB # [] [] [] []
JOB NAME: _____
SITE CONTACT: _____
Signature: _____ Print Name: _____

DATE OF PICK-UP: _____
PICKED-UP BY: _____
Signature: _____ Cashier: _____

DATE OF DELIVERY: _____
DROPPED OFF BY: _____
Signature: _____ Cashier: _____

RECEIVED BY: _____
Signature: _____ Print Name: _____
DATE: _____

White Copy = City Yellow Copy = Delivery Site Pink Copy = Pick Up PUSD002

VIA E-MAIL:

- Save your completed order form (to desktop or in a file where Copy Requests will be stored)
- Open a new e-mail
- Address To: printingservices@cityofpasadena.net
- Attach your electronic file to be copied and the Copy Request Form.
- SEND

NOTE: You do not need to complete a manifest, one will be filled out by Printing Services Staff as your job is received via e-mail.

Please do not hesitate to call for assistance 626-744-PUSD.

SAMPLE How to Fill in PUSD JOB No. and JOB NAME



Printing Services
City of Pasadena

DEPARTMENT OF FINANCE
PURCHASING DIVISION
100 N. Garfield Ave., Rm. N012
Pasadena, CA 91101

PUSD JOB NO.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">0041</td> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;">1</td> </tr> <tr> <td style="font-size: 8px; text-align: center;">LOC. CODE</td> <td style="font-size: 8px; text-align: center;">ASSIGN NUMBER</td> </tr> </table>	0041	1	LOC. CODE	ASSIGN NUMBER
0041	1				
LOC. CODE	ASSIGN NUMBER				
JOB NAME	Mrs. Jones Gr. 4 Math				
LABEL JOB FOR TRACKING/IDENTIFYING					

CONTACT INFORMATION (626) 744-PUSD (7873) • Fax (626) 744-4728 • www.cityofpasadenaprintweb.net

PASADENA UNIFIED SCHOOL DISTRICT COPY REQUEST

PRICE BREAKDOWN:
 Black & White Copies - .0225 per impression
 Color Copies - .08 per impression
 Binding - up to 1/2" .45 ea., 5/8" to 1" .70 ea., 1 1/8" to 2" .95 ea.

REQUESTOR'S NAME _____

DEPARTMENT / SCHOOL _____

PHONE NUMBER / EXT _____

	FUND	RESOURCE	GOAL	FUNCTION	OBJECT	LOCATION
FUNDING CODE	□ □ □ □	□ □ □ □ □ □ □ □	□ □ □ □ □ □ □ □	□ □ □ □ □ □ □ □	5 8 1 7	□ □ □ □ □ □ □ □
	Fund numbers are mandatory to submit orders or work will NOT be started. Fill in ALL boxes.					

OF COPIES NEEDED B&W Qty: _____ Color Qty: _____ TODAY'S DATE: _____ DATE NEEDED: _____

TIME NEEDED BY: <input type="checkbox"/> 7:45 A.M. <input type="checkbox"/> 1:00 P.M. <input type="checkbox"/> 8:00 A.M. <input type="checkbox"/> 2:00 P.M. <input type="checkbox"/> 8:00 A.M. <input type="checkbox"/> 3:00 P.M. <input type="checkbox"/> 10:00 A.M. <input type="checkbox"/> 4:00 P.M. <input type="checkbox"/> 11:00 A.M. <input type="checkbox"/> 5:00 P.M. <input type="checkbox"/> 12:00 A.M.	PAPER: <input type="checkbox"/> Standard White <input type="checkbox"/> Color _____ <input type="checkbox"/> 32# (Report Paper) <input type="checkbox"/> 8 1/2" x 11" <input type="checkbox"/> 8 1/2" x 14" SPECIAL REQUEST PAPER <input type="checkbox"/> Letterhead <input type="checkbox"/> 11" x 17" <input type="checkbox"/> 3-Hole <input type="checkbox"/> Color Inserts-blanks <input type="checkbox"/> Index Tabs <input type="checkbox"/> Transparencies (Must Provide)	BINDING: <input type="checkbox"/> Spiral <input type="checkbox"/> Plastic Cover <input type="checkbox"/> Back Cover <input type="checkbox"/> Heat / Tape Bind <input type="checkbox"/> 110# Index Cover. <input type="checkbox"/> Other <input type="checkbox"/> Lamination <input type="checkbox"/> Collate (1,2,3... 1,2,3...) <input type="checkbox"/> Non-Collate (1,1,1... 2,2,2...) <input type="checkbox"/> Folding (Fan, Letter, Single)	FORMAT: <input type="checkbox"/> 1:1 (one sided to one sided) <input type="checkbox"/> 1:2 (one sided to two sided) <input type="checkbox"/> 2:2 (two sided to two sided) <input type="checkbox"/> 2:1 (two sided to one sided) <input type="checkbox"/> Copy as is <input type="checkbox"/> Clipped or tagged pages only <input type="checkbox"/> Reduce image by ____ % <input type="checkbox"/> Enlarge image by ____ % <input type="checkbox"/> Scan to PDF	STAPLE: Check mark the position that you require <input type="checkbox"/> Single Portrait <input type="checkbox"/> Double Portrait <input type="checkbox"/> Single Landscape <input type="checkbox"/> Saddle Stitch
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ORDER WILL BE DELIVERED TO SITE OFFICE MANAGER

ADDITIONAL INFORMATION/ SPECIAL INSTRUCTIONS: _____

PRINTING SERVICES USE ONLY

TOTAL PRICE	Total Copy Count: _____	Number of Binds: _____
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	Vended Work: _____	_____
OPERATOR: _____	Overtime: _____	_____
QC'D BY: _____	OT Approval: _____	_____



PASADENA UNIFIED SCHOOL DISTRICT



City Hall • Room N012

Phone: (626) 744-PUSD

Fax: (626) 744-4728

Email: printingservices@cityofpasadena.net

www.cityofpasadenaprintweb.net

CITY OF PASADENA - PRINTING SERVICES

SAMPLE MANIFEST FORM

How to Fill in PUSD JOB No. and JOB NAME

DATE _____ PHONE NO: _____

SITE/DEPT NAME: _____

JOB # 2014, 1

LOC. CODE

ASSIGN NUMBER

JOB NAME Mrs. Jones Gr. 4 Math

LABEL JOB FOR TRACKING/ROUTING

SITE CONTACT _____

Signature _____ Print Name _____

DATE OF PICK-UP _____

PICKED-UP BY _____

Signature _____ Courier _____

DATE OF DELIVERY _____

DROPPED OFF BY _____

Signature _____ Courier _____

RECEIVED BY _____

Signature _____ Print Name _____

DATE _____

White Copy - City Yellow Copy - Delivery Site Pink Copy - Pick Up

PUSD002