

To all JCISD Staff:

As mentioned in the preceding email notification, we have identified Great Lakes Graphics as our outsourced Copy and Printing Vendor.

What does this mean?

This means that for any job you would have traditionally sent to the JCISD Print shop for copies and prints, that you will now contact Great Lakes Graphics to have your copies and prints made.

How do I contact Great Lakes Graphics?

You can place an order through multiple methods:

- 1) Call at 517.783.5500
- 2) Place an online order at <http://www.glgprint.com/orders.html>
- 3) Email an order to orders@glgprint.com – if you go this route, please be very detailed with your contact information

Where is Great Lakes Graphics Located?

(Commonwealth Center)
209 E. Washington Avenue
Suite 450

Work Type	Description	Unit of measure	Unit Price
Copying/Printing	Black & White prints on 20 lb 8.5" x 11" white paper	each image	\$ 0.025
	Black & White prints on 20 lb 11" x 17" white paper	each image	\$ 0.050
	Black & White prints on 24 lb 8.5" x 11" color paper	each image	\$ 0.030
	Black & White prints on 24 lb 11" x 17" color paper	each image	\$ 0.060
	Color prints on 28 lb 8.5" x 11" bright white paper	each image	\$ 0.250
	Color prints on 28 lb 11" x 17" bright white paper	each image	\$ 0.500
Finishing	Corner Staple	each	No charge
	Saddle Stitch	each	\$ 0.150
	Coil Bind	each	\$ 0.950
	Hole Punch	per lift ²	No charge
	Bleed Cuts ¹	per lift ²	\$ 1.000
	Folding	per document	\$ 0.020
	Cross-Folding ³	per document	\$ 0.020
	Shrink Wrap		No charge

Jackson, MI 49201

What if I only have a hard copy? And how do I receive my copies?

Great Lakes Graphics both picks up and delivers you copies right back to your office, cubicle, classroom etc... You make arrangements for pick-up and delivery when you place the order.

What is the turn-around time?

Most copy and print jobs will be turned around in 1 to 2 days. Electronic jobs through the online ticket or email usually have a quicker turn around. You can call for quicker service if you find yourself in a last minute emergency copy situation.

What are the costs?

What if I need assistance?

If you need assistance or have questions during this first week (I will be on business out of town), please contact Joanne Love at 517-768-5210.

Thank you,

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