

## Printing Coordination Services

### I. Coordination

- Refer to Inside FCPS and locate the Printing Coordination link on the Self Service menu to the right for more details.
- FCPS outsources print jobs to approved printing companies. Document Production Specialist Brent Smith facilitates this process on behalf of FCPS customers:

Brent Smith, Document Production Specialist  
301-644-5197, [printing@fcps.org](mailto:printing@fcps.org)  
191 South East Street, Frederick, MD 21701

- **Required Account Codes**
  - **72007** (Contracted Printing Services): For use system wide by departments and programs for printing non-instructional materials and by school offices (Program 089).
  - **73007** (MOI Print Svc): For printing of instructional materials only (Class/Category 04).
- When your job is “print ready”— meaning it requires no design/layout work, has been proofed and can be printed "as is" — choose one of the following options:
  1. ***Submit your job through PeopleSoft. This option applies to orders except #2 and #3 below.***
  2. ***Allow Adequate Lead Time***  
Please allow at least 2 weeks for delivery from the time you submit your print-ready project as a PeopleSoft requisition.
  3. ***For small-volume, quick-turnaround jobs only, use your P-card.*** Send your small, "overnight" jobs to a quick-copy company near your office rather than one of the larger approved vendors. Examples: Staples, Minuteman Press, Sir Speedy, etc. You are responsible for delivering the job in “print-ready” format to the printer either electronically or in person, picking it up and ensuring it meets your specifications.
  4. ***Use the Career & Technology Center's copy shop.*** Work directly with the copy shop, NOT through Brent Smith. Get information about services, pricing and ordering directly from the CTC.

### II. Get Layout or Composition Help Before Printing

- In addition to facilitating printing, Brent assists with updates to existing print materials and layout/composition of new print projects that do not require extensive graphic design and/or illustration, such as:
  - Student handbooks
  - Letterhead
  - Forms
  - Reports
  - Business Cards
  - Fliers and more
- Contact Brent. He may ask you to courier or e-mail your materials or suggest a meeting. Do not complete a Printing Request Form until you have approved the final product for printing.

### III. Get Standard Forms from the Warehouse

Leave Request Forms, Health Information Cards, Internal Deposit Slips, Late Passes, Saturday School Contracts, Detention Notices and many other standard forms are available in the Warehouse for ordering via the PeopleSoft MSR process.