



Spring ISD Print Shop Service Agreement

The Spring ISD Print Shop provides a wide variety of services to support both administrative departments and campuses, Monday – Friday 8:00 AM to 5:00 PM.

The Print shop prints a variety of material including forms, class materials, and publications.

Services/Jobs:

- Brochures
- Fliers
- Letterhead
- Postcards
- Invitations
- Certificates
- Programs
- Cutting
- Padding
- Drilling
- Folding
- Forms (Carbonless NCR) please allow extra time.

Please allow for a 3 to 4 days turnaround time for most jobs.

Please email your materials to printshop@springisd.org and please fill the print shop request form (which can be found on the staff internet) include the following information:

- Quantity
- Stapled or not
- Single sided or front/back
- Color or Black and White copies
- Color or White paper

All orders will be completed in chronological order. Requests for exception to this agreement will be approved under extenuating circumstances. The Print shop goal is to operate with a two-week (10 working days) turnaround. If you have any question please contact Sana Fakes in the Print Shop at 281-891-6120 or by email Sfakes@springisd.org.