



Windsong PTO Printing Request Procedures 2024-2025



~Please send all printing requests to gowindsongpto@gmail.com.

Include committee name, color of paper, how many copies, and if you need it cut

All flyers must be in GRAYSCALE

~The PTO Executive Board will get approval from Windsong Admin and forward the request to the Print Shop.

~Upon approval, you will be notified when it is available for pick up and the cost applied to your budget.

The pick-up location is by the bus barn near the old Junior High.

**400 Woodlawn, Suite B
Friendswood, TX 77546**

~You may email Jaclyn, the FISD Print Shop Manager, with any questions, but please send all requests through the PTO Board. (jking@fisdk12.net)

1. 8.5 x 11 Regular Paper

White

\$0.015 (1-sided)

\$0.017 (2-sided)

Light/Pastel Colors

\$0.025 (1-sided)

\$0.027 (2-sided)

- Orchard (Light Purple)
- Light Yellow
- Light Blue
- Light Green
- Pink
- Tan
- Goldenrod (Light Orange)
- Ivory
- Gray

Bright Colors

\$0.03 (1-sided)

\$0.032 (2-sided)

- Terra Green (Neon Green)
- Cosmic Orange (Neon Orange)
- Pulsar Pink (Neon Pink)
- Lift-Off Lemon (Neon Yellow)
- Solar Yellow (Bright Yellow)
- Celestial Blue (Mustang Blue)
- Gamma Green (Kelly Green)
- Red
- Outrageous Orchid (Fuchsia)
*Limited Supply
- Terrestrial Teal (Teal/Turquoise)
*Limited Supply

2. 8.5 x 11 Card Stock/Tag Paper

White

Unknown at this time

Light/Pastel Colors

\$0.04 (1-sided)

\$0.042 (2-sided)

- Orchard (Light Purple)
- Light Yellow
- Light Blue
- Light Green
- Pink
- Tan
- Goldenrod (Light Orange)
- Ivory
- Gray

Bright Colors

\$0.03 (1-sided)

\$0.032 (2-sided)

- Terra Green (Neon Green)
- Cosmic Orange (Neon Orange)
- Pulsar Pink (Neon Pink)
- Lift-Off Lemon (Neon Yellow)
- Solar Yellow (Bright Yellow)
- Celestial Blue (Mustang Blue)
- Gamma Green (Kelly Green)
- Red
- Outrageous Orchid (Fuchsia)
*Limited Supply
- Terrestrial Teal (Teal/Turquoise)
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SOCIAL MEDIA REQUESTS: Please send all graphics for social media through Facebook Messenger to the Windsong PTO Facebook page.