



### **SPECIALTY PRINTING INFORMATION**

Any printing request that cannot be printed in Lexington Public Schools' Print Center can be sent out to an outside printing services company. School Department Employees and Town Departments and Committees, School District PTOs, Committees and Organizations pay the total cost of any printing service sent out to an outside vendor. Quotes can be requested before printing request is submitted to vendor.

A school department invoice is emailed to requestor once the job is delivered to the requestor. Contact Debbie Harvey at [dh Harvey@lexingtonma.org](mailto:dh Harvey@lexingtonma.org) or call 781-861-2580 x68062 with any special printing and quote requests.

### **SERVICES PROVIDED**

- Printed Envelopes
- Waterproof Printed Envelopes
- Posters & Banners
- Calendars
- Forms & NCR
- Shirts & Clothing
- Promotional Items
- Books & Magazines
- Fine Art Printing
- Die Cutting
- Stickers & Magnets
- Trade Show Materials
- Catalogs
- Data Merging & Numbering
- Technical Publications
- Thermography/Raised Ink
- Design & Layout Services