# New Envelope & Letterhead Printing Enhancements

## **Full-Color Printing**

All schools & DO departments now have full-color files online (printshop.bluevalleyk12.org) for the following standard items:

- #10 White Envelope
- #10 White Window Envelope
- #10 Cream Linen Envelope
- 6x9 White Envelope
- 9x12 White Envelope
- 10x13 White Envelope
- 8.5x11 Cream Linen Letterhead

Over the years, many schools have developed custom letterhead and/or envelope designs that are available on our website. If you wish to update those custom versions, please contact us and we will help you through the process.

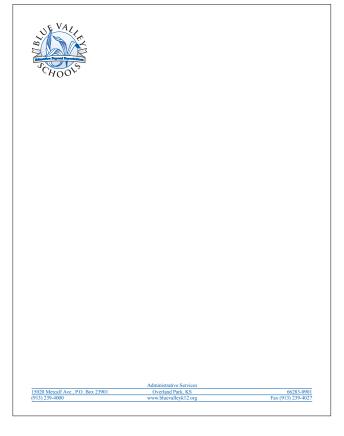
#### **Lower Cost**

Our new stationery press allows for an average 15% cost reduction for a standard order of 500 Envelopes and 500 Letterhead. (pricing as of 10/15)

### Faster turnaround

Our goal is to ship your letterhead & envelope orders within 1-2 business days from receipt. (under normal school-year workload conditions)





#### NO MORE LABELS!



TO THE PARENT/GUARDIAN OF: JANE DOE 15020 METCALF AVE OVERLAND PARK, KS 66223 Our new stationery press can print your delivery addresses at the same time it prints the return address on the envelopes.

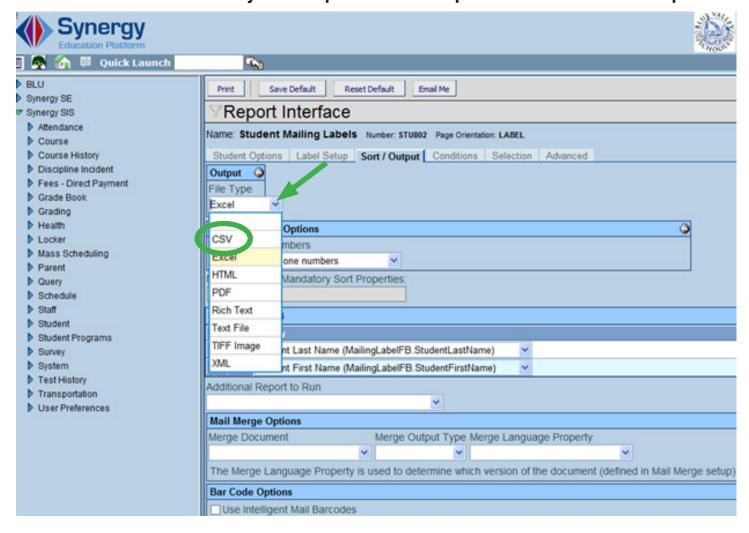
You can use Synergy to export the student addresses as an Excel CSV file, then attach to your order on our website.

See next page for instructions

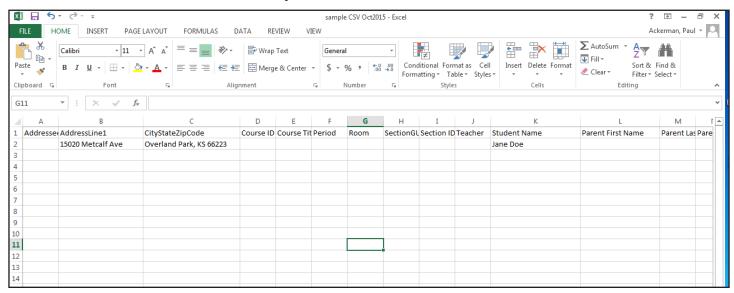


#### **Instructions for printing addresses**

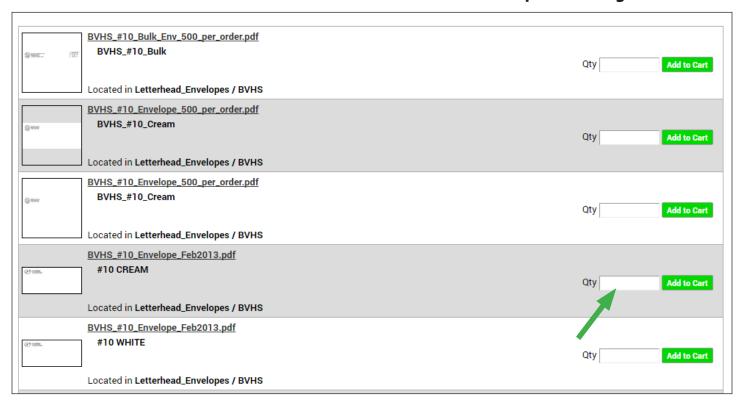
1. Export your student address information from the Synergy Report Interface. From the Output File Type dropdown menu, select 'Excel' then 'CSV'. Save the file to your computer for later upload to Print-to-Printshop.



#### The file should look like this sample below.



2. On the Printing Services website, order the envelope you'd like us to print the student addresses on from the 'Letterhead & Envelopes' catalog.

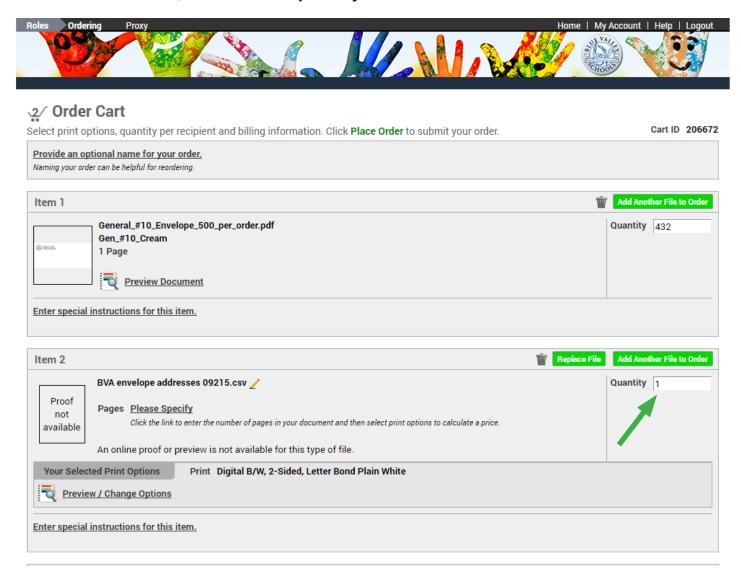


The quantity of envelopes you order should match the number of records in the student CSV file. For example, if the CSV file contains 432 records, then be sure to order 432 envelopes.

3. After you add the envelope order to your cart, return to the Home screen and browse for the CSV file you want to upload.



4. Attach the file, then order a quantity of '1' for this item.



5. Click 'Place Order' to complete your order. If we have any questions or problems with your CSV file, we'll call or email to clarify your instructions.

#### **REMEMBER:**

- · There is no extra charge for printing the addresses on the envelopes
- We will add 'To the Parent/Guardian of' by default as the first line of the address block. If you do not want this line added, please specify in the Special Instructions field of your order.
- Any size envelope can be used for the address printing
- If you are preparing a 'Bulk' mailing, contact us first so we can guide you through those USPS regulations