

# New Envelope & Letterhead Printing Enhancements

## Full-Color Printing

All schools & DO departments now have full-color files online ([printshop.bluevalleyk12.org](http://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!

 <p>Blue Valley High School 6001 West 159th Street Overland Park, KS 66085-8808</p>	<p>TO THE PARENT/GUARDIAN OF: JANE DOE 15020 METCALF AVE OVERLAND PARK, KS 66223</p>
--	--

	<p>Blue Valley Unified School District No. 229 Administrative Services 15020 Metcalf, P.O. Box 23901 Overland Park, KS 66283-0901</p>
---	---

	<p>Administrative Services 15020 Metcalf Ave., P.O. Box 23901 (913) 239-4000</p> <p>Overland Park, KS www.bluevalleyk12.org</p> <p>66283-0901 Fax (913) 239-4027</p>
--	--

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



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.**

[illegible]

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

	<a href="#">BVHS_#10_Bulk_Env_500_per_order.pdf</a> BVHS_#10_Bulk	Qty <input type="text"/>	<a href="#">Add to Cart</a>
Located in Letterhead_Envelopes / BVHS			
	<a href="#">BVHS_#10_Envelope_500_per_order.pdf</a> BVHS_#10_Cream	Qty <input type="text"/>	<a href="#">Add to Cart</a>
Located in Letterhead_Envelopes / BVHS			
	<a href="#">BVHS_#10_Envelope_500_per_order.pdf</a> BVHS_#10_Cream	Qty <input type="text"/>	<a href="#">Add to Cart</a>
Located in Letterhead_Envelopes / BVHS			
	<a href="#">BVHS_#10_Envelope_Feb2013.pdf</a> #10 CREAM	Qty <input type="text"/>	<a href="#">Add to Cart</a>
Located in Letterhead_Envelopes / BVHS			
	<a href="#">BVHS_#10_Envelope_Feb2013.pdf</a> #10 WHITE	Qty <input type="text"/>	<a href="#">Add to Cart</a>
Located in Letterhead_Envelopes / BVHS			

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.

[Roles](#) | [Ordering](#) | [Proxy](#) | [Home](#) | [My Account](#) | [Help](#) | [Logout](#)



# Printing Services

[Order History & Reorders](#) | [Book Builder](#) | [Manage My Files](#) | [Pending Orders \[0\]](#)



## Upload PDF files

[Go](#)



## Curriculum Materials

[Go](#)





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



## Order Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 206672

Provide an optional name for your order.

*Naming your order can be helpful for reordering.*

### Item 1



**Add Another File to Order**



General\_#10\_Envelope\_500\_per\_order.pdf  
Gen\_#10\_Cream  
1 Page



[Preview Document](#)

Quantity

Enter special instructions for this item.

### Item 2



**Replace File**

**Add Another File to Order**

Proof  
not  
available

BVA envelope addresses 09215.csv

Pages [Please Specify](#)

*Click the link to enter the number of pages in your document and then select print options to calculate a price.*

An online proof or preview is not available for this type of file.

Quantity



Your Selected Print Options

Print Digital B/W, 2-Sided, Letter Bond Plain White



[Preview / Change Options](#)

Enter special instructions 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