



DEPARTMENT OF MATERIALS MANAGEMENT
MONTGOMERY COUNTY PUBLIC SCHOOLS

SERVICE AGREEMENT
Custom Printing for Schools
Revised April 2023

OVERVIEW

This document describes the agreement between each school principal and the Editorial, Graphics & Publishing Services (EGPS) unit of the Department of Materials Management regarding graphic products and services requested by a school. Products include student daily planners, agenda books, event flyers and programs, display posters, banners, publications, office forms, and business cards and envelopes. The schools are customers of Custom Printing. They submit more than 800 work orders to Custom Printing (a division of EGPS) each year.

STATEMENT OF WORK

Within 24 hours of receiving a job inquiry from a school staff member (via e-mail or phone), a Print Shop Customer Service representative will provide a project plan (via e-mail), including description of deliverable, price estimate, and estimated timeframe for completing the job.

After receiving approval via email from the school office, An EGPS Customer Service representative will coordinate production with the Custom Printing operations supervisor and creative specialists.

After completion and delivery of the product, EGPS will submit an invoice (via Pony mail) to the school office, addressed to the staff member who requested the product.

TERMS

The principal agrees to approve payment to EGPS within 45 days of product delivery.

FUNDING

- Usually, schools fund their individual graphics and custom-printed products through their Independent Activities Fund, PTA resources, or both.
- The Office of the Chief Operating Officer (OCOO) subsidizes the standard pricing structure for the invoicing of these products. OCOO funds the facility and major equipment systems required for the production and delivery of graphic products to our schools.

COMMUNICATIONS

- For questions concerning ordering jobs, contact EGPS Customer Service at **240-740-6529, 240-740-6530** or email egps@mcpsmd.org.
- For more information on the capabilities and procedures of the MCPS Print Shop, contact William (Bill) Cabell, Custom Printing operations supervisor, at 240-740-6534.
- For inquiries concerning this service agreement, contact the EGPS administrative supervisor at john_c_marshall@mcpsmd.org.