PUSD Publications Department

“PUBS” is Poway Unified’s in-house copy center (for department info click HERE). They offer a variety of services at low cost and excellent quality. Lead times vary, depending on the demand. You must have an account to place an order; accounts are set up by the finance tech at the school site. If you are not sure if you have an account, please call the number listed below and they will check for you.

Jobs can be delivered to the school site or picked up at the Twin Peaks location:

13626 Twin Peaks Road Bldg. 700
Service Counter Hours: Monday thru Friday, 7am - 5pm

To submit a job or get a quote: https://pubs.powayusd.com/PSP/app/PSP_Start.asp

Questions?
Contact PUBS: (858) 748-0010, ext. 2227 or dafisher@powayusd.com

Pricing (as of 2018)

- PTA Minutes Books: Less than $2 for up to 150 pages in a tape-bound book*
- 11 X 17 Posters on card stock FULL COLOR $.18 each
- 8 1/2 X 11 color copies on regular white paper $.11 each
- Black and white 8.5 X 11 copies on regular white and some colors of paper $.01 each
- Envelopes $.04 each (can also get ‘district blue’ ink for an upcharge)
- Astrobrighats with B&W $.03
- Construction paper with B&W $.04
- Card stock with color printing $.12
- All pricing includes the paper
- You can save any order as an estimate if you are not sure of the expense.

*Secretary should create a cover for the minutes book with the dates and organization name. Can be printed on cardstock and brought to PUBS office, or uploaded with the order (make sure to include this step in the instructions)
OTHER SERVICES OFFERED

- Black and White Copies
- Full Color Copies
- Large Format Banners (hanging or display)
- Large Format Posters
- Booklets (PG #’s REQUIRED)
- Lab Manuals (50 Sheet Minimum)
- Comb Bound Books
- Coil Bound Books
- PerfectBind Books (magazine-style) (50 Sheet Min.)
- Tape Binding (max. 350 sheets)
- Notepads (50 Sheet Minimum)
- Tabs
- Newsletters
- Thermography (raised ink) (50 Sheet Minimum)
- Envelopes
- Lamination (printing required)
- Lamination (no printing required)
- Finishing Only (no printing required)
- Glitter Posters (50 Sheet Min.)
- Labels
- Door Hangers (50 Sheet Minimum)
- NCR (please check PUBS Store for forms first!)