KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

LAMINATING SERVICES 2018-19

Graphic Design Services Info

Graphic Design offers laminating services, and is completed with the help of a Peterborough Community Living Staff member.

We ask that you send laminating to us in the courier, using the Graphic and Laminating Order Form found on our webpage. It is important that you complete the form to ensure your materials are properly labelled and billed to the correct account code. Laminating costs $0.50/per foot.

Generally we allow 5-10 business days for processing, however, please note that turnaround time is dependent on the number of requests in the queue. If you require quick turnaround, please make note of that on the form and we will do our best to accommodate you.

Self-serve Laminating

Self-serve laminating is available by request only. Please contact Graphic_Design@kprdsb.ca to book an appointment.

Tips for using the laminator at the Ed Centre:

- The laminator can accommodate items up to 24" wide.
- Light-weight paper, such as chart paper or tissue paper will sometimes become crinkled or creased in the laminator.
- Please make sure any pieces that have been glued on are carefully and securely fastened.

Tips when sending in items for laminating:

- Please place any small, loose pieces into a ziplock baggie or envelope prior to sending it to us for laminating.
- Please ensure that your materials are properly packaged and labelled with your name and school info by using the request form and include with your package.

Items that may damage machine:

Please do not laminate items with the following, as ***they may damage the machine or become damaged*** during the laminating process:

- Staples
- Glitter
- Oil or wax pastels/crayons
- Light plastic film that could melt
- Loose/unsecured pieces
- Hot glue gun glue
- Heavy duct tape
- Items thicker than Bristol board

for more information, email:
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