



Dallas Independent School District

March 26, 2004

To DISD Principals and Administrators:

The Dallas Independent School District is announcing a new resource available to help you to continue to provide the best learning experience possible to our students. The Board of Trustees voted overwhelmingly in favor of having Kinko's provide DISD with a cost-effective document management system.

Starting now, you and your staff can tap into the resources of Kinko's global network of 20,000 professionals and 1,200 digitally connected locations—including nine locations right here in DISD. You will have access to the latest equipment for services such as black-and-white and color copying, document finishing, oversized copies, posters, signs, and banners, all at significantly reduced rates. Employees visiting a Kinko's facility will enjoy a 50 percent discount on most items in stores.

Kinko's will work with every district department and school to determine the best document solution. This will include copying, scanning, faxing and printing. At this time, Kinko's has visited a number of schools and district departments. The early results show potential savings to those schools and departments.

Based on the proposal and board approval, your schools or areas will be given the option to use Kinko's or not. It is not required that you select Kinko's. However, it is important to remember that you may reallocate the money Kinko's saves your school or area to programs that benefit students and teachers. We encourage you to take advantage of this unique opportunity.

What is in it for you?

Kinko's developed an informational Web site at <http://psg.kinkos.com/disd/> to address frequently asked questions and to further explain the contracting arrangement and what benefits it provides. But I'd like to highlight a few things. The Trustees negotiated a good deal with Kinko's. As a result, the district is able to reap great benefits. For starters, individual teachers, principals and administrative staff receive an impressive **50% discount** on many Kinko's services. There is a simple process that can be found on the Web site for you and your staff to apply for and receive a Kinko's discount card. This discount may be used to take advantage of Kinko's complete line of business services, such as copying, printing, faxing, scanning, binding, as well as poster, banner and specialty item production. For example, the cost of black-and-white copies with this discount card will cost only 2.5 cents!

Kinko's has a team of customer consultants at each of its nine DISD-area locations. These consultants will be available to visit schools to take orders and offer guidance for completing jobs.

Additionally, a dedicated team of Kinko's Account Managers and Project Managers is being developed to support the DISD exclusively. Arrangements also may be made to have completed orders delivered directly to schools or offices.

To allay one concern I have heard about the Kinko's agreement, I would like to reassure you that no DISD personnel will lose their jobs as a result of this agreement. It may, however, put some old and outdated equipment out of work.

Mike Moses, Ed.D. • General Superintendent
3700 Ross Avenue • Dallas, Texas 75204-5491 • Telephone (972) 925-3700

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Kinko's has a long history of working with and helping school districts throughout the country. This vast experience will benefit the DISD, its students, teachers, and administrators. I am confident you will enjoy the benefits of the quality and cost savings made possible by contracting our document solution needs to Kinko's.

The Office of Project Management will distribute more information. Should you have any questions, please direct them to George Sparks at [REDACTED].

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Moses".

Mike Moses

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