



PRINT & COPY PROCEDURES

CONTACT INFO:

Company: Executive Document Services

Contact: David Dees

Phone: 704-458-7893

Main: 704-334-2800

Email:

david.dees@executivedocumentservices.com

Have your print job reviewed and approved by your supervising Board of Directors member and the Director of Communications (comm.selwynpta@gmail.com) **10 days** prior to ordering copies.

Submit your copy job submission to david.dees@executivedocumentservices.com. Please specify:

- **Number of Copies** Consult Dawn Coleman for final number, dawncoleman8@hotmail.com
- **Ink Color:** Please specify if copies are to be printed in COLOR or B&W(preferred)
- **Paper color:** White paper and pastels are \$.05 per copy, colored paper is \$.05 per copy
- **Multiple pages:** Do you have any stapling? Front only or back and front?
- **Committee:** If your committee does not have a copy budget, please get approval from the PTA Treasurer, Michelle Mangan first, treas.selwynpta@gmail.com

NOTE: When your print job is complete, EDS will deliver it to the Selwyn Parent Room. The invoice will be with the print job. It has not been paid for until you submit invoice for payment to the PTA Treasurer.

ADDITIONAL NOTES:

- To avoid rush fees; please submit your job to Executive Documents **1 week before** delivery is needed. For smaller jobs (less than 100 copies), give as much advance notice as possible so Executive Documents can combine orders for delivery.
- Because Executive Documents charges an hourly fee of \$50 for layout services (which can include modifying a document after it has been submitted for printing), please have your document in **final form** before submitting it. Ideally, submit a PDF file so you know exactly what the final version will look like.
- If you need help with layout or formatting, please first consult the Director of Communications for help.
- Because Executive Documents does not charge us for delivery, they will charge us \$10 for paper proofs on jobs under \$500. In order to keep costs down, please do not request paper proofs on small jobs.
- Requesting quotes for printing less than \$200 will increase our cost of service.
- **Please pay attention to the cost of ink.** Generally, black and white ink is \$.05 per copy and color ink is \$.20+ per copy. If you are planning to use colored ink, you must allocate funds from your committee's budget to cover the additional cost.
- Keep paper and electronic copies of all documents to use as templates in the future. Executive Documents generally keeps copies of our documents, and they will try to find them for us in an emergency, but they are not in the document storage business and we should not rely on them for that service.
- Executive Documents has agreed to provide the best value and to advise us if the job we're requesting can be done in a more cost effective way.