



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 with PTA President and Director of Communications
- **Ink Color:** Specify if copies are to be printed in COLOR (\$.22 per copy) 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, Whitney Seeburg first treas.selwynpta@gmail.com

NOTE: Please request QUOTES for all print jobs and communicate with treasurer before sending to print.

When your print job is complete, EDS will deliver it to the Selwyn Parent Room if the job exceeds \$20.00. 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** you need it.
- For smaller jobs (less than \$20), you will need to pick up your order at Executive Document Services located at 4311 South Blvd., Suite D.
- 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** and 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.
- **Please pay attention to the cost of ink.** Generally, black and white ink is \$.05 per copy and color ink is \$.22 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.