



# PRINT & COPY PROCEDURES

## **CONTACT INFO:**

**Company:** iCi Printing  
**Contact:** David Dees

**Phone:** 704-458-7893

**Main:** 704-334-2800

**Email:** david.dees@iciprint.com

With so many forms of digital communication available, and in order to minimize waste and control costs, **print requests should be kept to a minimum.**

**Print requests must be reviewed and approved** by your supervising PTA Board of Directors member and the PTA Director of Communications *prior to requesting a quote.*

**Print quotes must be submitted for approval to the PTA Treasurer and the Director of Communications** *prior to going to print.* If your committee does not have a suitable budget for printing costs, you must also obtain approval from the PTA Treasurer prior to submitting a job.

**All print jobs must be reviewed for a final proof by the Director of Communications** ([comm.selwynpta@gmail.com](mailto:comm.selwynpta@gmail.com)) *prior to going to print.*

Once approved, submit your job **for a QUOTE** (required) to [david.dees@iciprint.com](mailto:david.dees@iciprint.com). Please specify:

- o **Number of Copies** Consult with PTA President and Director of Communications
- o **Ink Color:** Specify if copies are to be printed in B&W (preferred) or COLOR (\$.22 per copy).
- o **Paper color:** White paper and pastels are \$ .05 per copy, colored paper is \$ .05 per copy
- o **Multiple pages:** Do you require stapling, folding, etc. Front only or double-sided printing?

*Please note: the invoice will be included with the print job.  
It has not been paid for until you **submit the invoice for payment to the PTA Treasurer.***

## **ADDITIONAL NOTES:**

- In general, iCi Printing requires at least **1 week turnaround time;** please plan accordingly to meet the requirements of the process outlined above.
- For jobs exceeding \$20, iCi will deliver your completed copies to the Selwyn Parent Room. For smaller jobs, you will need to pick up your order at iCi Printing located at 4311 South Blvd., Suite D.
- Please be sure to submit your document in **final form** as a PDF file so you know exactly what the final version will look like. If you need assistance with layout or formatting, please consult the Director of Communications. In order to keep costs down, please do not request paper proofs on small jobs.
- Keep electronic copies of all documents to use as templates in the future. Include them with your committee transition plans in the spring.

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