

Print Shop (Photocopying) Request Procedure

1. **The PTA Board values your time!** Before creating a flyer or other document for your event, check with the Marketing Coordinator to see if there is a similar document already in existence.
2. Once you create your document/flyer (including ASD disclaimer text), you (the originator) should forward it to the Marketing Coordinator via email.
3. Note in the body of your email if you require a specific color of paper or any other special treatment of the copies (i.e., staples, bindings, special papers, etc.). Indicate your desired date for the printing to be completed. Documents without a date indicated will be submitted with a request for return no less than 12 business days from the date sent to the copy shop.
4. The Marketing Coordinator will review the document and either return it for changes, or forward it to the PTA President to obtain approval from Dr. Viola. Dr. Viola must approve all documents before they go to the print shop.
5. When Dr. Viola approves, the Main Office will forward the document to the print shop. If changes are required, the Marketing Coordinator will return the document to the originator for changes to be made.
6. Copies will be returned to the CB PTA office to the attention of the originator. It is the originator's responsibility to arrange for timely distribution of the copies. Wherever possible, the Marketing Coordinator will notify the originator when copies are or will be returned to the PTA office.

All documents must carry the Abington School District disclaimer text: *The Abington Board of School Directors assumes no responsibilities for the opinions, information, and possible typographical errors and omissions, etc. that may be reflected in this flyer.*

Fundraisers must carry the PTA disclaimer text: *Proceeds from this event assist in the Copper Beech PTA's Operational, Educational and Charitable Expenses.*

Deadlines

Turnaround time for copies is a minimum 12 business days. **It is in your best interest to submit your flyer a minimum of 15 business days before you want to distribute it.** There is no guarantee that documents submitted less than 15 days will be returned to you in time for your target distribution date. **Rush requests are not accepted by the ASD Print Shop.**

All flyers will be posted to the copperbeechpta.org website on approval from Dr. Viola in PDF format.