

## STRAWBRIDGE PTA - COPYING PROCEDURES

### High School Copy Center:

Take your APPROVED\*\* letter or flier to the Strawbridge School Office. Complete a Xerox Request Form (available from Ms. Corleto or at strawbridgepta.org) with copying instructions. Also, sign the Family Messenger log sheet, which communicates your delivery instructions if applicable. The print job is returned to Strawbridge within 3 business days. A 20 copy minimum is required to use this service and the PTA is billed directly by the copy center at the below rate:

\$0.0265 - white or color paper

Using this service requires no out of pocket expense. The copy center prices are about half the amount of our discounted rates at the local copy store using white paper and an even greater savings when using color paper. Please try to plan your documents and seek approval far enough in advance to take advantage of these perks. {LESS EXPENSIVE}

### Express It:

Take your APPROVED\*\* letter or flier to Express It, 854-1888, the print shop located on Crystal Lake Avenue in the Thriftway Shopping Center. Identify yourself as a member of Strawbridge PTA to receive a discounted rate as follows:

\$0.05 base price - white paper  
\$0.02 additional - colored pastel paper  
\$0.04 additional - colored neon paper  
\$0.06 base price - for credit card purchase under \$10

This is a full service copy center where you wait while the job is printing and take it with you immediately. You must make payment directly to Express It (higher fee for credit card payment under \$10 as noted) and promptly submit the receipt to the PTA Treasurer for reimbursement. {MOST EXPENSIVE}

### Your Office:

Print your APPROVED\*\* document yourself. If you or your spouse have an employer who allows you free use of a company copier, please take advantage of their generosity to save money for our non-profit organization! {FREE}

\*\* All PTA related correspondence must receive the approval of the principal, Eileen Smith, prior to copying and/or distribution.