

## 2017 - 2018 PRM Copy Numbers and Flyer Information

Updated 9/14/2017 \* Copy quantities are always subject to change! \*

Please feel free to forward this to anyone who may need to make flyers for backpack distribution...

Note from Principal Jenny: In an effort to help information go out smoothly and consistently to our families, if you would like something sent home in the Wednesday folders - please have it to Ms. Stephanie Hughes in the front office by Friday afternoon (before the close of the school day.) Please remember the fliers need to be separated/counted out for each classroom. This allows Karen and Stephanie the time to put the information in people's mailboxes by Tuesday and gives staff members time to put it in the Wednesday folders. Any information given to office staff or placed in mailboxes after that will be saved for the following week. If there is some emergency information that needs to be sent out, we will deal with this on a case-by-case basis and will need to be cleared through the principal's office.

### Local Copy Location:

Phipps Reprographics, Inc. 6920 Plainfield Road, Cincinnati, OH 45236 (513) 793-1030  
print@phippssrepro.com M-F 8:30am to 5:00pm

Tax Exempt Code: PR School Foundation #49631463

Last known copy costs for reference:

B&W on WHITE: 3 cents per copy

B&W on COLORED PAPER: 5 cents per copy

COLOR COPIES on WHITE: 15 cents per copy

### **\*TO SEND YOUR COPIES TO BE PRINTED VIA EMAIL... PLEASE USE THE EMAIL SCRIPT BELOW...**

\* It is recommended that you call to follow up on your order... you can call to tell them the email has been sent and you should call to confirm it is ready before picking up order. \*

### Sample Email:

Phipps Printing Department,

Please make *FULL SIZE OR HALF SIZE* black and white 8 ½ x 11 copies on *INSERT PAPER COLOR* paper and collate as directed below, by *INSERT DATE*. (Remember to add any other special notes -especially if *folding or cutting are required*) Please collate the copies as follow:

3-6 Classrooms (7) bundles of 24 (total 168)

6-9 Classrooms (12) bundles of 25 (total 300)

9-12 Classrooms (9) bundles of 30 (total 234)

Total Copies: 676

Our Tax Exempt Code: #49631463 (for PR School Foundation)

Please contact me to let me know when I can pick this up and if you have any questions. Also, could you confirm that you got this order by replying to my email?

Thank you,

*Insert your name PRM (Insert your role at PRM)*

*Insert your phone number*