

2024-2025 PRM Copy Numbers & Flyer Printing Information

Updated 8/1/2024

**Copy quantities are always subject to change*

Important note from the principal, Ms. Simpson:

"In an effort to help information go out smoothly and consistently to all our families, if you would like flyers sent home in folders on **Wednesdays**, please deliver them to the front office no later than Friday afternoon (before the end of the school day.) Please remember that flyers should be counted out and separated for each classroom. This allows time to put the information in all mailboxes before Tuesday and gives staff members the time to put it in the student's cubby or folder. Any information given to office staff or placed in mailboxes after that will be saved for the following week. If there is emergency information that needs to be sent out, it will be dealt with on a case-by-case basis and it will need to be approved before being sent out."

PRM Parent Leaders recommend using this local copy shop:

Eastern Engineering

6920 Plainfield Road, Cincinnati, OH 45236

(513) 793-1030

info@easternengineering.com

M-F 8:00am to 4:30pm

***Copies for PRM are "Tax Exempt" through the Pleasant Ridge School Foundation.** This information should be on file. If you chose to make copies elsewhere, contact us for the tax-exempt code.

Contact PTO Co-Pres Allie Goodman with any questions about these instructions, ALGoodman3@aol.com or (513) 284-5656 (call or text)

Easiest way to order copies – upload at <https://easternengineering.com/upload/>

***TO SEND YOUR COPIES VIA EMAIL, PLEASE USE A SCRIPT SIMILAR TO THIS ONE 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 also call to confirm your order is ready before going to pick it up.)

SAMPLE EMAIL:

Eastern Engineering,

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 making half sheet flyers, or if folding or cutting is required.)

Please collate these copies as follow:

- 7 bundles of 24 (total 168) for 3-6 classrooms
- 13 bundles of 26 (total 338) for 6-9 classrooms
- 10 bundles of 30 (total 300) for 9-12 classrooms
- 2 bundles of 10 (total 20) for specialized classroom and PRM office

Total Copies: 826

For billing purposes, please use the Tax Exempt code for the Pleasant Ridge School Foundation.

Please confirm that you have received this order and let me know if you have any questions.

Thank you,

Insert your name

PRM (Insert your role at PRM)

Insert your phone number