



Pleasant Valley PTA 3.6.30 Copy Information 2015-2016

Please make copies at:
The UPS Store #5799
Terry Slade, Owner

t.
360.882.4877

e.
store5799@theupsstore.com

w.
<http://www.theupsstorelocal.com/5799>

a.
13504 NE 84th St Ste 103, Vancouver WA 98682

Tips:

- *Send an electronic copy via email, then call to make sure they received it.*
- *Allow 1-2 days for copies to be made, usually they can get it done in one.*
- *The subject line on your email should read: PV PTA Copies*
- *Make sure that you include the paper color, black & white copies, the number you need, and your contact number in the body of the email.*
- *When sending flyers to both schools make 1120copies/ 600 for PVP, 520 for PVM. This gives you one per student with a couple extras.*
- *Have the UPS Store separate them into groups of 25 (this will make it easier to count class quantities).*
- *Please place two copies of every flyer in the Presidents' folder and one in the VP of Communication's folder at PVP*
- *Place extra copies on the PTA tables in each school*
- *When distributing flyers into teacher boxes ask Pat at PVM and Heidi at PVP for the most up to date classroom count- this changes often.*
- *Please include an extra copy per class for the teacher*
- *Please include a copy in the boxes of the Music, Art and PE teachers at PVP and the Principals at both schools.*

The PTA copy code at both schools is not to use for any other purpose beyond PTA– you can make copies at the school if you only need a few. The school bills PTA for these copies. The code may not be distributed and you must clear it out of the copy machine so additional copies do not get credited to our PTA number. If you need copies made at the school contact Betsy Fahndrich 360-921-4270 or Rachel Selders 801-574-4886 for the code.