

Peirce PTO Printing and Copy Policy

effective September, 2019

Here are the new guidelines for this year's Peirce PTO committees with regard to printing or making copies for committees, board meetings, flyers, or handouts.

In order to have a consistent policy for the entire PTO, we've created the following policy for printing.

Approved Vendor - NPS Graphics Department

We've selected NPS Graphic department as the vendor for flyers and committee printing requirements. Please email the documents that you would like printed/photocopied to the Newton Public Schools graphic communications department, which is located at Newton North High School.

The email address is: nnhs_graphics@newton.k12.ma.us.

This is the only vendor where the PTO will reimburse for color photocopies or flyers, but please note that they also have the capacity to make black and white copies.

The pricing is:

1. Black and white single-sided is \$0.03 per page
2. Color is \$0.10 per page
3. Poster pricing is available upon request. Contact NPS Graphics department for pricing. The department can also make posters of various sizes.

Please include the following details in your email to the graphics department:

- this order is from the Peirce Elementary PTO
- put your name and the committee name on the order for reference
- the number of copies needed for each document,
- whether single or double-sided,
- whether color or black-and-white,
- the size of the paper (8.5 x 11 for standard paper size),
- please use standard text weight paper.

If you want to call the graphics department, they are happy to discuss your order: (617) 559-6431. To pick up the order once it is completed (usually within a day), enter the front entrance of Newton North from Walnut Street at the circular Tiger Drive. Park on Tiger Drive. Turn right as soon as you get through the main doors of the building. You will see the graphics department on your right side, across from the cafeteria. If you have difficulty getting to Newton North while they are open, please let us know - Elsa can swing by to pick up graphics orders during the day.

Please note that reimbursement for printing will be limited to the NPS Graphic Department rates. Color printing will only be reimbursed if ordered through NPS Graphics. Any black and white printing costs submitted in excess of these rates will not be reimbursed.

Invoicing Instructions & Submission to Treasurer

You will not need to pay for the graphics order when you pick it up, but you MUST submit the invoice (which will be handed to you with the completed documents) to the PTO Treasurer via email. You can send the invoice in .pdf format using TurboScan or other free app. The Treasurer can pay the invoice directly to the City by check.