



Copy Center Request Procedure

All PTA event and program chairpersons and volunteers may utilize the BSD Copy Center to make signs, fliers, packets, pamphlets or other communication material to help share information with our Puesta del Sol Community. Please use this service if 50 or more copies are needed. Here are the steps to follow:

1. All communications must have a [PTA logo](#) to differentiate the purpose and source of the material. Please provide a contact for questions or comments if necessary.
2. Please have your flier (if for kid-mail) approved by the Principal prior to distribution through Teacher mailboxes.
3. Please save your document to a PDF and email with a [copy center request form](#) to copy@bsd405.org
4. Please consider cost as it pertains to color, type of paper and quantity. We suggest black and white for all fliers.
5. You can expect the delivery of copies to the school within 2-3 days.
6. If copies are needed sooner, you may take the items personally to the BSD Copy Center located at 12111 NE 1st Street, Bellevue, WA 98005. They will be able to accommodate and give you an expected completion date and time.