

# Great Valley School District

## Copy Center

### Copy Center Contact Information

Supervisor - Candy Evans  
cevans@gvsd.org Extension 52130

Copy Center Extention: 52163

Email [copycenter@gvsd.org](mailto:copycenter@gvsd.org)

### Turnaround Time

The general turnaround time will be two (2) Business days if your job is submitted electronically (Print queue or Email) by 11:00 a.m. for High School and Middle School and 12:00 noon for Elementary Buildings. Turnaround time can depend on the length of the job, its complexity and providing complete information for the job. If a job will take longer than the timeframe above our staff will contact you to provide you with an accurate expectation upon review of your project.

### Submitting a Copy Job



It's really easy to submit a copy job to the copy center.

There are three ways to submit a request.

#### 1. Print Queue

Just print as usual from your PC/laptop and choose either Copy Center B/W or Copy Center Color as your printer. This will send the job directly to the Copy Center. You will be able to choose all of the options for your job (# of copies, double sided, punched) from the "printer properties" function.

#### 2. Email

You can email a request to the Copy Center using the email address [copycenter@gvsd.org](mailto:copycenter@gvsd.org). Please use the GVSD Copy Center Work Order as the first page of your scan. This form is available in the school office or on the GVSD website, under "Staff Resources" after you log into Schoolwires.

#### 3. Mail Run

You can send a hardcopy of your job request in the mail run. Please include the GVSD Copy Center Work Order as the first page.

\*The preferred methods are print queue or email for faster turnaround time.