

Your name										
School/Department										
Extension										
Due Date (Minimum 2 Business Days)										
Job Description										
Number of copies/sets										
Number of pages										
Sides:	1 sided to 1 sided		1 sided to 2 sided		2 sided to 1 sided		2 sided to 2 sided			
Color or B/W ink	Color		B/W							
Paper Type (mark with X)	Copier Paper		Card Stock		The copy center DOES NOT have Cardstock you must supply the cardstock when requesting the copies					
Paper color (mark with X)	White		Pink		Blue		Yellow		Green	
			Salmon		Purple					
Size	8½x11		8½x14		11x17					
Staple (Y/N)										
3-Hole Punch (Y/N)										
Collate/Group (see picture below) (Y/N)										
Is this request for entire grade or department?										
Specify each teacher of grade or department:										
Does this job need to be laminated when completed?										
Additional instructions										

