

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		<b>The copy center DOES NOT have Cardstock you must supply the cardstock when requesting the copies</b>					
Paper color (mark with X)	White		Pink		Blue		Yellow		Green	
			Salmon		Purple					
Size	8½x11		8½x14		11x17					
Staple (Y/N)										
3-Hole Punch (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										