

# COPY CENTER REQUEST FORM

---

Print (PDF files)       Copy (physical papers)       Laminate

## School/Building

ELC     HILLTOP     PINE BEND     SALEM HILLS  
 MIDDLE SCHOOL     SIMLEY HIGH     DISTRICT OFFICE

Name: \_\_\_\_\_

Department/Grade: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Ink:  B&W  COLOR





8.5x11

WHITE     IVORY     PINK     BUFF     CHERRY     BLUE  
 GOLDENROD     YELLOW     GREEN     PURPLE     SALMON

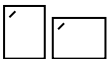

11x17

WHITE     YELLOW     GREEN     BLUE



## Print Options

SINGLE SIDED      DOUBLE SIDED      ORIGINAL IS 2-SIDED  
 COLLATED      UNCOLLATED 

## Finishing Options

Staples:     1      2      NO STAPLE

3 - Hole Punch:     YES      NO

Booklet (stapled & folded):     SMALL (5.5 X 8.5)      LARGE (8.5 x 11) 

Special Instructions: \_\_\_\_\_

---

Email CopyCenter@isd199.org OR OlsonRo@isd199.org with files or questions!

**PLEASE ALLOW A TWO DAY TURNAROUND TIME ON ALL COPY CENTER REQUESTS**