

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

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

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