

# COPY CENTER REQUEST FORM

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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: \_\_\_\_\_  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 

COLLATED      UNCOLLATED 

## Finishing Options

Staples:     1     2     3     4    POSITION: \_\_\_\_\_

Hole Punch:     2     3    POSITION: \_\_\_\_\_

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

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

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Email [CopyCenter@isd199.org](mailto:CopyCenter@isd199.org) OR [OlsonRo@isd199.org](mailto:OlsonRo@isd199.org) with files or questions!

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