

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: _____ 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: _____

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

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