

CENTRAL COPY REQUEST FORM

**NOTE: ALL MATERIAL MUST BE COPY READY
WITH NO STAPLES & NO DARK EDGES**

NAME: _____

BUILDING: _____

NUMBER OF COPIES: _____

- Copy one side only
- Copy one side to two sides
- Copy two sides to two sides
- Sort (Collate) 123
- Sort (Group) $\begin{matrix} 111 \\ 222 \\ 333 \end{matrix}$
- Top left staple
- Two Staples on left side
- Saddle Stitch (Booklet 5.5"x8.5")
- Three hole punch (Left Side)

Covers: Top Back Both

LAMINATE

Special requests/Instructions/Color of Paper:

This form must be completed for each individual copy job. Please attach to the original and forward to Copy Central at W.T. Hoag. Completed work will be returned via interschool mail.

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