

LHS COPY CENTER

WORK ORDER REQUEST FORM 2019-2020

TEACHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE REQUESTED: / /2019/2020 RM #:\_\_\_\_\_\_\_\_\_\_\_\_\_

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COPY CENTER SERVICES: PLEASE CLEARLY THE DESIRED SERVICES

\_\_\_SINGLE SIDED \_\_\_COLLATED(123,123,123,ETC)

\_\_\_1->2 SIDED (RECOMMENDED) \_\_\_GROUPED (111,222,333,ETC)

\_\_\_2->2 SIDED \_\_\_STAPLED

#OF ORIGINAL PAGES\_\_\_\_\_\_\_\_\_\_ #OF COPIES REQUESTED:\_\_\_\_\_\_\_\_\_\_\_\_\_

**(DOUBLE SIDED=2 PGS)**

SPECIAL INSTRUCTIONS:(PLEASE USE ONLY IF INSTRUCTIONS DIFFER FROM ABOVE OPTIONS)

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DELIVERY/PICKUP OPTIONS

\_\_\_I WILL PICK UP MY ORDER OUTSIDE OF RM 309(COPY CENTER) ANYTIME

\_\_\_PLEASE DELIVER MY ORDER TO RM#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PERIOD. **3-MON/WED** PERIOD **1-TUES/THURS.**

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FRIENDLY REMINDERS

**\*PLEASE ALLOW 2 SCHOOL DAYS FOR ORDERS TO BE COMPLETED**

**\*WE RESERVE THE RIGHT TO EXTEND THE COMPLETION OF ORDERS WITH PRIOR**

 **NOTIFICATION TO STAFF**

\*DELIVERY OF ORDERS WILL TAKE PLACE-PERIOD 3 MON.&WED. PERIOD 1&5 TUES.& THURS.

 WITH THE EXCEPTION OF EARLY RELEASE DAYS

\*WE MAY NOT COPY FROM TEXT BOOKS.

\*PLEASE REMOVE STAPLES PRIOR TO ATTACHING ITEMS TO BE COPIED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

ORDER COMPLETED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(INITIAL)

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_