

**\*Minimum 48 Hour Notice\***

Today's Date: \_\_\_\_\_ # of Copies Needed: \_\_\_\_\_

Date & Time Needed \_\_\_\_\_

Single Sided    Double Sided    Collated

Uncollated    Stapled    2 Staples

3 Hole Punch    Colored Paper (Per Version)

Number of Scantrons: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Name: \_\_\_\_\_

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