

# Normandy School District *Copy Request Form*

**Today's Date:** January 9, 2019      **Time:** 9:40 a.m.  
**Requested By:** Bridjes O'Neil      **Ext:** 30440  
**School/ Department:** CSC/Communications  
**Number of Originals:** 1      **Number of Copies:** 450  
**Account Code:** \_\_\_\_\_

**Date Required:**  
 Thursday, January 10  
**Please Allow 5 Business Days**

## Paper

8 ½ x 11 20# White  
 8 ½ x 14 20# White       65# Card Stock  
 11 x 17 20# White  
 Colored Paper \_\_\_\_\_  
 Other \_\_\_\_\_

## Black / White or Color Ink

<input type="checkbox"/> B & W	<input checked="" type="checkbox"/> COLOR
<input type="checkbox"/> 1-Sided	<input checked="" type="checkbox"/> 1-Sided
<input type="checkbox"/> 2-Sided	<input type="checkbox"/> 2-Sided
<input type="checkbox"/> Collated {1,2,3}	<input type="checkbox"/> Collated
<input type="checkbox"/> Grouped {1,1,2,2}	<input type="checkbox"/> Grouped

**Document Type/Title** Districtwide Community Meeting fliers

## Finishing / Binding

<input type="checkbox"/> Transparency(must provide)	<input type="checkbox"/> Comb Bind(GBC) (must provide)
<input type="checkbox"/> Staple	<input type="checkbox"/> Clear Front/Back (must provide)
<input type="checkbox"/> Double Staple	<input type="checkbox"/> Vinyl Back (must provide)
<input type="checkbox"/> 3 Hole Punched	<input type="checkbox"/> Cardstock Front/Back
<input type="checkbox"/> Paper Clipped	<input type="checkbox"/> Tabs (Call for cost)
<input type="checkbox"/> Slip Sheet	<input type="checkbox"/> Padding
<input type="checkbox"/> Rubber Band	<input type="checkbox"/> Bookletize (In book order)
<input type="checkbox"/> Cutting:	<input type="checkbox"/> NCR Binding    2 Part    3 Part    4 Part
<input type="checkbox"/> Other: _____	
_____	
_____	
_____	

## Special Instructions

Please copy and separate by school as follows: LCEC - 50; BOES - 50, NKC- 50, WES- 50, JES - 50; ECC - 50; N78C - 50; NHS - 50); 50 - CSC

PLEASE NOTE: Please have Daryl deliver copies to each school ATTN: FELs and Bridjes O'Neil at CSC. Thank you!

\_\_\_\_\_

\_\_\_\_\_

**For copy jobs with copyrighted originals:** The requestor verifies that this job request is made in accordance with the U.S. Copyright Act of 1976. Please check one:  **Fair Use** OR  **Copyright approval obtained** Initial: \_\_\_\_\_

JOB # \_\_\_\_\_ Completed By: Adnan      Quality Control: \_\_\_\_\_  
 Total B&W Copies: \_\_\_\_\_ Total Color Copies: \_\_\_\_\_ Total Waste: \_\_\_\_\_

Date/Time Received \_\_\_\_\_ / \_\_\_\_\_

Date/Time Completed \_\_\_\_\_ / \_\_\_\_\_

