

**CENTRAL COPYING REQUEST FORM**  
**EXT: 3345**

(Please refer to the guidelines on the back for information)

Name: \_\_\_\_\_ School: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Number of Copies Needed: \_\_\_\_\_

**Circle only the options you wish:**

**One Sided: YES**

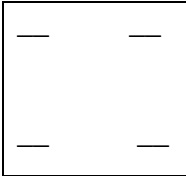
**Two Sided: (Front to Back) YES**

**Collate: YES**

**In number order: YES**

**By same page: YES**

**Single Staple: (Will be stapled in top left unless indicated below) YES**



**Double Staple: (refer to picture) YES**



**Saddle Stitch Staple: (book folded and stapled in the middle) YES**

**Three Hole Punch: YES**

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

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Work prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

## **GUIDELINES FOR COPYING REQUESTS**

1. Central copying supplies 8 ½ x 11 white paper for copy jobs. The machine can print jobs on paper sizes up to 11 x 17 which also includes legal size (11 x 14). Central copying does not supply these sizes of paper or colors, so send with our request if you choose to use something different.
2. Stapled pages can be from 2 to 100 pages.
3. Copying center jobs need to be put in your school's copying box and will be delivered to Parkview **via the delivery mail run made each day to your school.**
4. Copying jobs will be delivered back to your building **via the regular delivery mail run each day. Special pickup and deliveries will not be made other than this one run each day.**
5. Please plan a 3 day turn around on all copy jobs.
6. If you have a special project, you may want to come to Parkview to pick it up.
7. The copying paraprofessional works on student attendance days only and is not available during breaks or professional development days to copy.
8. If you need to contact the copying paraprofessional, please use the extension listed on the front of this copying request. Do not use email.
9. Thank you for your proactive planning, understanding of timelines, and consideration of this valuable service.

