

BUILDING

HASD COPY CENTER

DATE SUBMITTED: DATE NEEDED: COPY CODE:

NAME: ROOM #:

QUANTITY NEEDED:

ORIENTATION: SINGLE SIDED: ONE SIDED TO TWO SIDED: TWO SIDED TO TWO SIDED

TYPE PAPER: 8.5 X 11 8.5 X 14 11 X 17 3 HOLE PUNCH (8.5 X 11 ONLY)

COLLATE: STAPLE: ONE: TWO: **SPECIAL INSTRUCTIONS ON BACK IF CHECKED:**

COVER STOCK: PAPER COLOR: FRONT PRINTED: BACK PRINTED: FRONT BLANK: NO BACK:

ADMINISTRATER APPROVAL: