

Place Paper Clip Here



Copy Center Job Ticket/ Instructions

Copy Center Instructions

ALL JOBS ARE PROCESSED IN THE ORDER RECEIVED
 (Average turnaround 1 day)
 Acceptable original sizes: 8.5x11 / 8.5x14 / 11x17
 If you are requesting a book it must be an Approved HASD Book.
 All copy material must comply with Policy 814 - Technology Copyright Policy
 All Jobs sent must have a valid Copy Code and Administration Approval

Date Submitted: <input type="text"/>	Date Required (ASAP is NOT a date) <input type="text"/>	Enter Date for next quarter or semester jobs. <input type="text"/>	Check box if work is for next year. (Only submit at end of school year) <input type="checkbox"/>
(Required) COPY CODE:		ROOM:	Grade: <input type="text"/> Subject: <input type="text"/>
(Required) BUILDING:		(Required) JOB DESCRIPTION:	

(Example: Work book, Emergency card, etc.)

(Required) REQUESTER NAME:

Number of Original Pages	X	Total Quantity Requested	=	Total number of pages
(How many pages? Ex. 3 pages front-to-back=6 originals.)		(How many copies?)		(Ex. Qty requested 100 x number of originals 3 pages = 300)

*Two sided copies count as 2 pages.

Sides & Orientation: Single Sided Copy one to two sided Copy two to two Sided

Type of Paper: 8.5x11 8.5x14 11x17 Three(3) hole punch (8.5x11 only)

Collate - Keeping the pages in order as a set. (1,2,3..., 1,2,3...) **Staple Options(Check One)** * Only check collate if no Staple or Group applies

Groups Stack - Copies of the first sheet in a stack, then copies of the second sheet in a stack, etc. **UNCOLLATED (1,1,..., 2,2..., 3,3...)**

Cover Stock: Paper Color: Front Printed Back Printed Front Blank No Back

Laminate:(Requires Admin Initials)

Administrator Approval is required on all copy center job requests as per Administration.

Date:

Signature:

(Must be completed Requester)

Copy Center Use Only

Required BUILDING:	ROOM:	Grade/ Subject:	Total pages:	DATE RETURNED:
REQUESTER NAME:	JOB DESCRIPTION:		Comments:	

Notice: Warning Concerning Copyright Restrictions

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 This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.