

**The School District of Escambia County Copy Center**

30 East Texar Drive, Room 410-A

Phone: 429-2955

# Copy Request

<b>Contact Person</b>			<b>School or Department</b>			<b>Copyright Permission Verified</b> <input type="checkbox"/>			
<b>Today's Date</b>		<b>Need By Date</b>		<b>Phone Number</b>		<b>Warehouse</b> <input type="checkbox"/> Paper brought or stored <input type="checkbox"/> Paper order # _____			
<b>Paper</b>		<b>Separate Cover</b>			<b>Page Count</b>		<b># of Copies Requested</b>		
Size	Weight	Color	Size	Weight	Color	DS/SS		DS/SS	
<b>Collated</b> <input type="checkbox"/> Collated—Printed in proper order <input type="checkbox"/> Uncollated-Printed individually in sets (all copies of page 1, all copies of pg 2, etc.)				<b>Stapled</b> <input type="checkbox"/> 1 top left <input type="checkbox"/> 2 left side		<b>3 hole punch</b> <input type="checkbox"/> <b>YES</b>		<b>Folded</b> <input type="checkbox"/> Center Fold (no staples) <input type="checkbox"/> With Center staple <input type="checkbox"/> Accordion fold (no staples)	

**Additional Information:**