PRODUCTION TEAM REQUEST

REQUIRED INFORMATION: Description of Attached Items (in case form is separated from original, etc.)

Today's Date:		Date Needed*:	d*:	
			Check One:	☐ Single Classroom ☐ Full Grade Level*
COPY INSTRU	JCTIONS			
How Many: _		Paper Color:		Sides: ☐ Single ☐ Double
Hole Punch:	☐ Yes* ☐ No *□2-hole ☐3-hole	Staple: ☐ Yes* *□Corner		Fold: Yes* No *Describe:
Cut:	☐ Yes* ☐ No *□half ☐1/3 ☐1/4	Other:		
LAMINATING	INSTRUCTIONS*		OTHER PRO.	JECT NOTES* (SAMPLE APPRECIATED)
Laminate:	☐ Yes* ☐ No		NOTES:	
Trim:	□ Yes* □ No			
NOTES:				
full week to comple provide class count	ete large quantity projects. Besi for each teacher. Production T	eam hours begin Wednesday @ 8	ojects within a reasonable:30am.	ele timeframe. FULL GRADE LEVEL PROJECTS: Please
full week to comple provide class count	ete large quantity projects. Best for each teacher. Production T	efforts are made to complete proceam hours begin Wednesday @ 8 PRODUCTION T iption of Attached Item	pjects within a reasonab ::30am. EEAM REQU ms (in case form is	EST s separated from original, etc.)
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full week to comple provide class count REQUIRED IN Today's Date Teacher:	NFORMATION: Descr	efforts are made to complete proceam hours begin Wednesday @ 8 PRODUCTION T iption of Attached Item	TEAM REQUIPMS (in case form is	EST s separated from original, etc.)
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REQUIRED IN Today's Date Teacher: COPY INSTRU	NFORMATION: Descr	Paper Color:	TEAM REQUENTS (in case form is Date Neede Check One:	EST s separated from original, etc.) d*: Single Classroom
rull week to comple provide class count REQUIRED IN Today's Date Teacher: COPY INSTRU How Many: _ Hole Punch:	NFORMATION: Descr	Paper Color:	Date Needer Check One:	EST s separated from original, etc.) d*: Single Classroom
REQUIRED IN Today's Date Teacher: COPY INSTRU How Many: Hole Punch: Cut:	NFORMATION: Descr	Paper Color: Staple: Yes* *□Corner	Date Needed Check One:	EST s separated from original, etc.) d*: Single Classroom
REQUIRED IN Today's Date Teacher: COPY INSTRU How Many: Hole Punch: Cut:	NFORMATION: Description Yes* No * 2-hole 3-hole Yes* No	Paper Color: Staple: Yes* *□Corner	Date Needel Check One:	EST s separated from original, etc.) d*: Single Classroom
REQUIRED IN Today's Date Teacher: COPY INSTRU How Many: Hole Punch: Cut:	Provide the large quantity projects. Best of reach teacher. Production To the second s	Paper Color: Staple: Yes* *□Corner	Date Needel Check One:	EST s separated from original, etc.) d*: Single Classroom
REQUIRED IN Today's Date Teacher: COPY INSTRU How Many: Hole Punch: Cut: LAMINATING Laminate:	Provide the large quantity projects. Best of reach teacher. Production To the second s	Paper Color: Staple: Yes* *□Corner	Date Needer Check One: NO Side OTHER PRO NOTES:	EST s separated from original, etc.) d*: Single Classroom

*NOTE: Please no "ASAP" requests. Laminating and Other Projects – please allow 3-7 days to complete depending on complexity and size of project. We appreciate a full week to complete large quantity projects. Best efforts are made to complete projects within a reasonable timeframe. FULL GRADE LEVEL PROJECTS: Please provide class count for each teacher. Production Team hours begin Wednesday @ 8:30am.