

PRODUCTION TEAM REQUEST

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

Today's Date: _____ Date Needed*: _____

Teacher: _____ Check One: Single Classroom Full Grade Level*

COPY INSTRUCTIONS

How Many: _____ Paper Color: _____ Sides: Single Double
Hole Punch: Yes* No Staple: Yes* No Fold: Yes* No
*2-hole 3-hole *Corner Side *Describe: _____
Cut: Yes* No Other: _____
*half 1/3 1/4

LAMINATING INSTRUCTIONS*

Laminate: Yes* No
Trim: Yes* No

NOTES: _____

OTHER PROJECT NOTES* (SAMPLE APPRECIATED)

NOTES: _____

*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.

PRODUCTION TEAM REQUEST

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

Today's Date: _____ Date Needed*: _____

Teacher: _____ Check One: Single Classroom Full Grade Level*

COPY INSTRUCTIONS

How Many: _____ Paper Color: _____ Sides: Single Double
Hole Punch: Yes* No Staple: Yes* No Fold: Yes* No
*2-hole 3-hole *Corner Side *Describe: _____
Cut: Yes* No Other: _____
*half 1/3 1/4

LAMINATING INSTRUCTIONS*

Laminate: Yes* No
Trim: Yes* No

NOTES: _____

OTHER PROJECT NOTES* (SAMPLE APPRECIATED)

NOTES: _____

*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.