

# Laurel Public Schools Copywork Request

Your copy request will be returned to you within three to five school days after it is received at the printing facility.

NAME \_\_\_\_\_ STAFF ID NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SCHOOL/BUILDING \_\_\_\_\_

NUMBER OF COPIES \_\_\_\_\_

Indicate your copy preferences below

\_\_\_\_\_ One-Sided

\_\_\_\_\_ Legal Size (8 1/2 x 14"-long paper)

\_\_\_\_\_ Two-Sided

Cut: \_\_\_1/2\_\_\_1/3\_\_\_Other

\_\_\_\_\_ Uncollated (grouped 111,222,333)

Fold: \_\_\_1/2\_\_\_1/3\_\_\_Other

\_\_\_\_\_ Collated (sets 123, 123, 123)

\_\_\_\_\_ Stapled (Upper Left corner)

\_\_\_\_\_ Stapled (Booklet – 2 staples on left edge)

\_\_\_\_\_ 3-Hole Punch

\_\_\_\_\_ White Paper

Color Choices (use color for special projects only)

**Circle your choice**

**Colored Regular Weight Paper**

**Colored Regular Weight Bright Paper**

**Heavy Card Stock**

- Blue
- Gold
- Green
- Pink
- Yellow
- Lavender
- Ivory
- Gray
- Tan
- Aqua
- Turquoise
- Peach
- Mint Green

- Dark Blue
- Light Blue
- Dark Green
- Bright Green
- Pink
- Yellow
- Purple
- Orange
- Red

- White
- Dark Blue
- Light Blue
- Dark Green
- Bright Green
- Pink
- Yellow
- Purple
- Red
- Tan
- Orchid (Lavender)
- Orange
- Gray
- Ivory
- Gold
- Black

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**My signature confirms that I am in compliance with all the Copyright, Trademark, and Registered Trademarks laws: \_\_\_\_\_ (all copy work will be returned for signature)**

\*\*\*\*\*

Date Received at printing facility: \_\_\_\_\_ Date Complete: \_\_\_\_\_ By: \_\_\_\_\_