

Pittsford Schools

Instructional Materials Center

Return Mailing Label

Name: _____

School: _____

Lamination Request

Date: _____ Number of Pieces enclosed: _____

Return via interoffice mail when completed

E-mail me and I will pick-up when completed

The IMC provides 1,000 running feet annually to each school.

If your school has used its allotment, additional laminate will need to be purchased out of your school's budget.

Principal's signature/approval

*Send your lamination request inside an envelope or secure package to **Jill Blum, IMC, Lomb Building.***

Helpful Hints

All Lamination Orders will require the following:

- I.M.C. Does not have a copier. All items must be received ready for lamination.
- Send full sheets when possible. DO NOT cut out prior to sending for lamination.
- No Staples
- No orders larger than 24" wide