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# HPCSD PrintShop Request Form

**FOR EVEN FASTER SERVICE, USE THE COPIER TO SCAN TO PRINTSHOP**

Today's Date:

Desired Return Date:

Name:

School:

Do you want the job saved to a file [for future use?]

YES

NO

Name of file?

Quantity desired:

Number of pages in original:

Is this a packet?

YES

NO

## Finish Options

Single-sided	Collated	Single Staple
Double-sided	Uncollated	Double Staple

## Paper Options

<u>Paper size</u>	<u>Paper weight</u>	<u>Covers (for booklets)</u>
8 ½ x 11	Copy paper	Front
8 ½ x 14	Card stock	Back
		Both

Special instructions/requests: