Pittsford Schools

Instructional Materials Center

Lamination Request

Name: _____

School: _____

Date: _____

Number of Pieces Enclosed: _____

☐ Return via interoffice mail when completed

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

_____

Principal signature/approval

IMPORTANT REMINDERS:

- All items must be received ready for lamination
- Send full sheets when possible. Do not cut out prior to sending for lamination
- No orders larger than 24“
- No staples, glitter, oil pastels, paint
- 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.
- Please email “print_shop@pittsford.monroe.edu” if you have any questions