

Santa Maria High School

Copy Xerox Requests

The mail and copy room is located inside the Administration Building, directly behind the receptionist's desk. It is staffed from 8:00 a.m. to 4:30 p.m. on school days.

Students and TAs may pick up copies with the exception of tests or quizzes. No other mail or packages will be released to students unless prior authorization is provided by staff.

When submitting copy requests, please bring the original document along with the completed request slip to the copy room.

- Attach the original document to the request form using a paperclip.
- Indicate the number of copies needed and include any special instructions such as double-sided printing, stapling, or hole-punching.

Please plan ahead and allow 2–3 days for your request to be processed. During the first 2–3 weeks of the semesters beginning in August and January, processing times may be longer.

If you have any questions, please call ext. 3705 or 3706.

Thank you.



**Santa Maria High School
Xerox Copy Requests**

Name: _____

Dept to charge: _____

Date: _____

Date Needed: _____

Number of Originals _____

Number of Copies: _____

Exactly Like Originals: NO YES

Back to back NO YES

Group (aaa,bbb,ccc) NO YES

Collated (abc,abc,abc) NO YES

Stapled NO YES

Hole Punched NO YES

Special Instructions _____



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