



PRINT SHOP SERVICES COVER SHEET
AUXILIARY CENTER
601 East Avenue E
972-775-1805

Name _____ Campus _____

Today's Date _____ Date Needed _____

Please make _____ copies of each master.

How many teachers or campuses _____

Teachers Name or Campuses Name

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____

- Two-sided Single-sided Hole Punch Collated
 Stapled Yellow Paper Green Paper
 Blue paper Pink Paper Goldenrod Paper

Please limit your copy request to a week of lesson planning. A **Five-day turn around** is in place with a maximum number of 20 original masters in a print job request, with a minimum of 15 per master.

Comment: _____

Contact Person

Carrie Dorsey

Ext: 2010

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