Making Copies Today's date: ____/____/____ Need By: ____/____/____

# of copies needed: _____ Color: _____

Type of Paper: Paper or Card Stock

Staple: Yes / No Spiral Bind: Yes / No Heat Bind: Yes / No Comb Bind: Yes / No

Single or Double Sided: _____

Collate (a,b,c; a,b,c): Yes / No Group (a,a,a; b,b,b): Yes / No

Laminate: Yes / No

Hole Punch: Yes / No

Cut Out: Yes / No

Make a File Labeled: _____

Notes _____

_____

_____

_____

Give to Teacher: _____