BC BRADFORD COUNTY SD SCHOOL DISTRICT

NON-INSTRUCTIONAL REQUEST PRINTING

COST CENTER NUMBER NUMBERS OF COPIES NEEDED	
PERSON INITIATING REQUEST	DATE NEEDED
SITE ADMINISTRATORSIGNATURE	DATE SIGNED
PLEASE FILL OUT ALL INFORMATION, BE SPECIFIC CONCERNING MATERIAL ALLOW 10 WORKING DAYS FOR ALL PRINT AND DELIVERY. NO ASAP (SOME	LS TO BE PRINTED.PLEASE MATERALS MAY TAKE LONGER.)
NUMBER OF PAGES DESCRIPTION Front/Back is one page	
PLEASE CHECK ONE: FRONT ONLY FRONT&BACK	
COLOR PAPER / SPECIFY	
TRANSWRITE: 2 PART (250 COPIES) 3 PART (167 COPI STAPLED HOLE PUNCHED COLLATED 1/2/3 UN OTHER PLEASE SEND AN ORIGINAL COPY OR CLEAR COPY OF THE MATERIAL TO BE REQUEST. ALL MATERIAL MUST BE PRINT READY WHEN IT COMES TO BE PRI	PROCESSED WITH THE PRINT
DO NOT WRITE BELOW THIS LINE	
AMOUNT OF PAPER/SHEETS AMOUNT OF PAPER/REAM	4S
Helpful hints Please do not submit items glued, taped, torn, or badly curled All originals must be on 8 ½ X 11 inch or 8 ½ X 14 inch Remove all staples Make sure pages are numbered to assure they in order	DATE RECEIVED
Revised 10/4/16	DATE PRINTED

BC BRADFORD COUNTY SD SCHOOL DISTRICT

	TN.	CONTRACTOR	199
INSTRUCTIONAL REQUEST FOR PRINTING		After Hours Phone No.	
TEACHER(s) NAME			
COST CENTER			
NUMBER OF COPIES			
		TOTAL NUMBER OF CO	PIES REQUESTED
DATE MATERIAL NEED	DED (NO ASAP)	DESCRIPTION	
SITE ADMINISTRATOR		DAT	E SIGNED
	SIGNATUR		
THOUGHT STUTY OF THE	FLEASE BILL UIT ALL.	INKLIPMARION DE CDECTEIC	FOR WILL BE SENT BACK FOR CONCERNING MATERIALS TO BE RY. (IT MAY TAKE LONGER FOR SOME
NUMBER OF PAGES Front/Back is one page	P	LEASE CIRCLE OR CHECK O	N EACH LINE
PLEASE CHECK ONE: 1	RONT ONLY FRO	ONT&BACK IF COVER	STATE COLOR
COLLATING 1/2/3	UNCOLLATED 1/1/1	STAPLING I	HOLE PUNCHED
OTHER:			
PLEASE SENI ALL MA	O AN ORIGNIAL OR GLEAR TERIAL MUST BE PRINT	R <u>WHITE</u> COPY OF THE MATE READY WHEN IT COMES TO	RIAL TO BE PROCESSED. O THE PRINT SHOP.
	DO NOT WRI	TE BELOW THIS LINE	
AMOUNT OF PAPER/SHI	BETS	AMOUNT OF PAPER/RE	AMS
		TORN, OR BADLY CURLED.	
ALL ORIGINALS MUST	BE ON 8 1/2 X 1/1 INCH OR 8	3 1⁄2 X 14	DATE RECEIVED
REMOVE ALL STAPLE	S		
OUR COPIERS DO NOT	COPY BLUE, YELLOW, O	R PENCIL	
MAKE SURE PAGES AF	E NUMBERED TO ASSURE	E THEY STAY IN ORDER	DATE PRINTED
PEVISED 10/2/16			