

Classroom Support Team—Help Request

Requester Information

Name _____

Date _____ Due Date/Time _____

Delivery Location:
 Classroom Mailbox Other _____

Copy Jobs

Copier Code: _____ Quantity _____

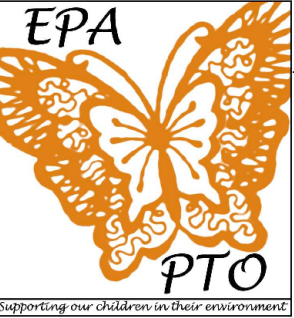
- Check those that apply below:
- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Collate (1,2,3 1,2,3) | <input type="checkbox"/> Staple upper left | <input type="checkbox"/> One Sided |
| <input type="checkbox"/> Stack (1,1,1 2,2,2) | <input type="checkbox"/> Unbound | <input type="checkbox"/> Two Sided |

Additional Copy Instructions:

Other Jobs

Description: _____ Quantity _____

Instructions:



Please complete this form and attach originals or relevant items to it. Drop it in the Classroom Support mailbox located in the teacher lounge (lower left). We'll get the requested job back to you by your due date. If any questions or problems arise, we'll be sure to get in touch with you before your due date/time.

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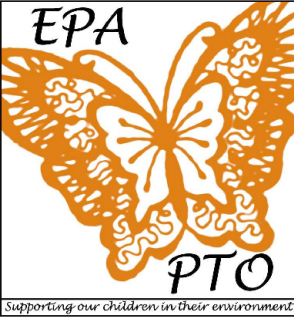
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