



# BALDWIN-WHITEHALL SCHOOL DISTRICT

## Reprographics Request

### Part I: Project Description

Building/Department: Admin

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Due: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Name of Project (if applicable) \_\_\_\_\_

Sides:  1 sided  2 sided

Paper (if other than 8½ x 11 standard White):

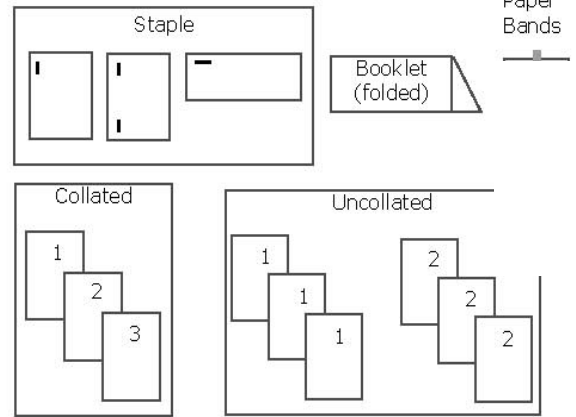
- 3-hole punched White
- 8½ x 14 White (Legal)
- 11 x 17
- Colored Paper
- (Specify Color) \_\_\_\_\_

Cover Paper:  Color \_\_\_\_\_

Weight \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Finishing



### Part II: Approvals and Copyright Acknowledgement

Approved By: (Principal/Supervisor) \_\_\_\_\_

Accepted by Organization Representative \_\_\_\_\_

Billing Address \_\_\_\_\_

If you are requesting that copyrighted material be copied, you must also sign this acknowledgement:  
 I acknowledge that this original material is copyrighted and that, depending on the use, permissions may be needed from the copyright owner. If my intended use of this copy requires it, I have received such permission.

Signature \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE – COPY CENTER USE ONLY

### Part III: Billing Data

Bill Cost of Project To: \_\_\_\_\_

Date Completed: \_\_\_\_\_

#### Black/White

#### Color

Time Completed: \_\_\_\_\_

\_\_\_\_\_ Number of Originals \_\_\_\_\_

Project Completed By: \_\_\_\_\_

\_\_\_\_\_ Number of Copies \_\_\_\_\_

Networked:  Yes  No

\_\_\_\_\_ Total Images \_\_\_\_\_

Machine:  Toshiba 1  Toshiba Color

\_\_\_\_\_ Paper Quality \_\_\_\_\_

Toshiba 2