

Detail instructions to be completed on the reverse side

Approved by: _____

Huffman

**Elementary
Reproduction Instructions
2018-2019**

PLEASE CHECK ONE – Document is: Same as previously submitted
 Revised
 NEW

Unit Title _____

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BALDWIN-WHITEHALL SCHOOL DISTRICT

Reprographics Request

Finishing

Sides:	<input type="checkbox"/> 1 sided	<input type="checkbox"/> 2 sided	
Paper (if other than 8½ x 11 standard White):			
	<input type="checkbox"/>	3-hole punched White	
	<input type="checkbox"/>	8½ x 14 White (Legal)	
	<input type="checkbox"/>	11 x 17	
	<input type="checkbox"/>	Colored Paper	
	<input type="checkbox"/>	(Specify Color)	
Cover Paper:	<input type="checkbox"/>	Color	
	<input type="checkbox"/>	Weight	

Staple

Booklet (folded)

Paper Bands

Collated

Uncollated

Special Instructions:	

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