

**Copy Request Form
Bellaire High School**

Copy Clerks: Beverly Hastings
Barbara Johnson

Hours 7:00-4:45

- Requests for copies must be submitted at least two (2) days prior to the date needed.
- Final exams must be submitted three (3) weeks in advance of the exam date.
- Copies will not be made directly from magazines, books, pamphlets, booklets, etc.

Today's date _____ Date needed _____

Teacher _____ Room # _____

Title of material _____

Number of original pages (Count front & back, if possible) _____

Number of copies requested _____

Check all that apply:

_____ Letter size (8.5 x 11) _____ Legal size (8.5 x 14)

_____ Single sided copies (One sided copies)

_____ Double sided copies (front & back)

_____ Collated (set, not stapled)

_____ Stapled (set)

_____ 3 Holes needed

Special Instructions: _____

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