

Fayette County Public Schools Copying Service Department
Copy Service Order Form

Needed by (**REQUIRED** 10-day turnaround): _____

Number of Originals: (every side to be printed)** _____

If ANY original is ALREADY 2-sided EVERY side counts even if blank

Total Quantity per Original: _____

Total Copies Requested: _____ (originals X copies needed = total)

Finished copies: ___ One-Sided to One-Sided
___ One-Sided to Two-Sided
___ Two-Sided to Two-Sided

Sort by (**select only ONE**): ___ All same pages stacked together
OR: ___ Pages stacked in sequence NOT stapled
OR: ___ Pages stapled (in sequence):
___ 1 Staple ___ 2 Staples

Paper Choice: **If you wish to provide a special color or cardstock send it with order**

___ White ___ Yellow ___ Blue ___ Green ___ Cherry ___ Salmon
___ 90# Cardstock-White

Copyright: Materials are copyrighted: ___ Yes ___ No
If YES, permission has been obtained to duplicate: ___ Yes ___ No

Special Instructions (ex: Class sets needed) _____

Teacher Name: _____ School: _____

Title of this order: _____ Grade: _____

School/CC Liaison to fill out: Order # _____ Date Sent: _____ Approved: _____

Copy Center Guidelines

Pages need to be print ready. No revision can be made.

Use as few order forms as possible!! Put as many pages together on 1 form as possible. If there are sets to be stapled just put paper clips on each group to be stapled and use...1 form!!

Every order has to be logged so too many order forms will slow production time, adding turnaround time to orders.

Specifications for originals:

- FULL size pages
- WHITE paper
- NO staples
- NO sticky notes
- NO taped or glued pages

Complete order form to avoid errors.

Only black and white copies are produced in the copy center.

No cutting or laminating is performed in the copy center.

The guidelines are REQUIRED to keep the copy center running as efficiently as possible.

If orders do not follow the guidelines they will be returned unprocessed for correction.

Thank you for your cooperation!