

2020-2021 Dodge City Public Schools Copy Request Form

2112 1st Avenue Phone: 620-371-1023
Supervisor approval required for all copy orders.
Orders without approval will be returned.

Name _____ Telephone _____

School _____ Date _____

Title of Originals: _____

_____ Requested Copies per Originals

******Attach PROOF of right to copy. Most items can be reproduced but ONLY for YOUR classroom, if you purchased the original. Originals suspected of copyright infringement will be returned to sender.**

COLOR:

BLACK/WHITE:

Printing: Single

Two-Sided

As Original(s)

Special Instructions:

(Please send extras of special material, due to possible machine malfunctions)

Collate in Sets Uncollated 3 Hole Punch Staple: Left Corner 2 left side

Binding: **(Must provide own binders and allow two weeks.)**

Size of Paper: 8 1/2 X 11

8 1/2 X 14

11 X 17

Color of Paper: (8 1/2 X 11 only)

White

Blue

Green

Canary

Orchid

Pink

Salmon

Cherry

Pumpkin

Turquoise (limited supply)

Any other special instructions:

Date copies needed by (not ASAP) _____

REQUIRED

Supervisor Signature _____

Orders must be sent one week in advance.