







Delhi Copy Request Form

Name: _____ DHS, DMS, D.O., Harmony, Schendel, El Capitan

Date: _____ **Date copies are needed:** _____

Email PDF files - Delhycopy@delhi.usd.org

Number of Originals:	Number of Copies Needed:	Total # of Copies:	Paper Color:
<p><u>Collated/Sorted</u></p> <p>1,2,3, - 1,2,3 - 1,2,3,</p> <p><u>Un-Collated/Stacked/Grouped</u></p> <p>1,1,1 - 2,2,2 - 3,3,3</p>	<p><u>Sides Copied</u></p> <p>Single to Single <input type="checkbox"/> - <input type="checkbox"/></p> <p>Singles to Double <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/></p> <p>Doubles to Doubles <input type="checkbox"/> - <input type="checkbox"/></p> <p>Double to Singles <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Stapling</u></p> <p>Single Corner - Portrait </p> <p>Single Corner - Landscape </p> <p>Double - Portrait ONLY </p> <hr/> <p><u>Booklet:</u></p> <p>Folded Booklet</p> <p>Booklets are double stapled.</p> <hr/> <p><u>Cut:</u> ½ sheet</p> <p>⅓ sheets - ¼ sheets</p>	<p><u>Drilling</u></p> <p>3 Hole Drill: </p> <hr/> <p><u>Folding:</u></p> <p>Half Fold: </p> <p>Tri Fold: </p> <hr/> <p><u>Laminations:</u></p> <p>8 1/2x11 - .50 per sheet</p> <p>8 1/2x14 -.75 per sheet</p> <p>11 x 17- \$1.00 per sheet</p>

Special Instructions:

Approved by: _____ **Date:** _____