**School:**

**Helpful Hints** *(use page number from PDF file)*

**S/S = Single Sided**

**D/S = Double Sided**

**Keep your pages in NUMERICAL order**

**List double sided pages like # / #**

**List pages to be collated and stapled like # - #**

### Name:

**Date Needed:**

**# of Copies**

**Grade:**

**Module:**

**Module Date: *(there is a date on the bottom of the first page; this helps us be sure we are using the correct file)***

# S/S – No Collate –-

 *(List pages in NUMERICAL order here--- example: 2,4,5,7,9,14,32)*

# D/S – No Collate –

 *(List pages in NUMERICAL order here -- example: 3/4, 5/6, 17/18, 25/26)*

# S/S – Collate Staple –

 *(List pages in NUMERICAL order here -- example: 3-5, 20-25, 31-39)*

# D/S – Collate Staple –

 *(List pages in NUMERICAL order here -- example: 3-5, 20-25, 31-39)*

# Oddball Pages & Number of Copies:

 *Examples:*

*9 (35 copies cardstock)*

*10 (300 copies White paper)*

**SPECIAL DIRECTIONS:**

**Email the filled out form to the****print center** **at** **print\_center@msd25.org**