

MONTGOMERY COUNTY PUBLIC SCHOOLS

Request for Xerox Copies

Date Submitted: _____

Date to be Completed: _____

Requesting School or Department: _____

Individual Making Request: _____

Deliver to: _____ Telephone No: _____

1. Original:

___ One sided
___ Two sided
___ 8 ½ x 11
___ 8 ½ x 14

**2. Completed
copies:**

___ One sided
___ Two Sided
___ 8 ½ x 11
___ 8 ½ x 14
(white only)

**3. Number
of copies:**

___ Single
Sheets
OR
___ Sets

4. Paper Preference:

___ 3 hole punched

(see #2 below)

5. Covers:

___ Front
___ Back

(see #2 below)

6. Collation:

___ Uncollated
___ Collated (sets)
___ Collated &
Stapled (sets) (see #7
below)

Additional Description/Instructions (if needed) _____

General Information and Requirements

1. **** All originals should be on white paper to ensure good copy quality.** Please see #1 above for size requirement for originals.
2. **** All requests that require the use of colored/specialty paper will need to be provided by the school/department submitting the request.**
3. **Originals with dark margins or material as dark, or darker, than the box shown above with the words "Montgomery County Public Schools" should be avoided.**
4. Before submitting work to the copy center, please make sure that all material is camera ready. Originals containing "paste ups" must be copied prior to submission. **Do not submit bound books** or large amounts of originals that are both one and two sided which you would like to be one sided only.
5. **Copyrighted material** will not be copied by the copy center without the appropriate permission.
6. If you wish to provide your own paper, please keep in mind that the maximum weight the machines will accept is 67 lbs. or less.
7. **Staples** will be in the top left corner of each set. Each set consists of no more than 70 pages.

Before submission, make sure you:

1. Thoroughly read all shaded areas and complete appropriate sections.
2. Obtain the signature of your principal/supervisor.

APPROVAL

The work requested above is hereby approved and in compliance with the above requirements.

Principal/Supervisor

If you have any questions, please feel free to contact Tammy Hall in the copy center at 540-381-6128 x 1345 or email thall@mcps.org.