

## JOB REQUEST FOR COPY AIDE

Please fill out form *COMPLETELY*, attach master document and send to Tena McHerron at the Dryden Elementary School. Tena will return it to you *ASAP*.

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Telephone Ext.: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Document to be Printed: \_\_\_\_\_

# of Copies Needed: \_\_\_\_\_ # of Pages in Master Document: \_\_\_\_\_

Check Paper Color:	White	Blue	Buff	Cherry	Goldenrod
	Green	Pink	Purple	Salmon	Yellow

Check one of the following:	Sort	Sort/Staple
	Group	Double Staple

Check one of the following:	Copy 1 sided	Copy 2 Sides	Copy as is
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Check all that apply:	Bind	Booklet	Enlarge	3 Hole Punch
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Special Instructions:

Please allow at least 24 hours from the date received by copy aide for most copying jobs.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Copy Aide Signature