

# PACS Print Shop Request Form

Please allow for a 48-hour turnaround time for all requests

**Name**

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**Date**

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**School Building**

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**Number of Copies**

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**Date Needed By**

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## Printing Preferences

- Full Color Ink
- Black and White Ink
- Single Sided
- Double Sided
- Collated
- Uncollated
- Special Piles
- Stapled (corner)
- Stapled (2 staples book style)
- 3-Hole Punched
- Laminated

## Paper Options

- White 8.5x11
- White 8.5x14
- White 11x17
- White Cardstock
- Blue Cardstock
- Colored Paper 8.5x11 (see paper color menu)

## Special Requests

- Binding
- Envelope Printing
- Booklet Printing