

**Meade School District 46-1  
Print Request Form**

Date of Request:

\_\_\_\_\_

Requested by:

\_\_\_\_\_

From (building):

\_\_\_\_\_

Description of  
Order:

\_\_\_\_\_

**PLEASE ALLOW FOR A TWO-DAY TURN AROUND.**

Needed by:

\_\_\_\_\_

No. of Originals:

\_\_\_\_\_

No. of Copies:

\_\_\_\_\_

White

Other (specify)

\_\_\_\_\_

NOTE: Copies will be 2-sided unless specified differently.

Print One-Side Only

Print Two-Sided

**BINDERY**

Collate

Collate & Staple

3-Hole Punch

Center-fold & Staple

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Special requests,  
comments, and/  
or instructions:

\_\_\_\_\_

Pages to Copy:

\_\_\_\_\_