

Hyde Park Central School District – Printshop Request Form

Date: _____ Name: _____ School: _____

Return Date: _____

Name of Job: _____ Save to your file? _____

Job Information :

How many? _____ Number of pages? _____ Is this a packet? _____

Circle all that apply: All jobs will be collated with no staple unless otherwise specified.

Single sided	Collated	* No Staple	8.5 x 11
Double sided	Uncollated	* Single Staple	8.5 x 14
		* Double Staple (Lg Books Only)	

Paper Color:

White Color – (specify) _____

Type of paper:

Regular Cardstock 3 hole punch

Special Instructions:
