



PRINT SHOP SERVICES COVER SHEET
AUXILIARY CENTER
601 East Avenue E
972-775-1805

Name _____ Campus _____

Today's Date _____ Date Needed _____

Please make _____ copies of each master.

How many teachers or campuses _____

Teachers Name or Campuses Name

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____

Two-sided Single-sided Hole Punch

Collated Stapled

Please limit your copy request to a week of lesson planning. A **three-day turn around** is in place (one day coming, one day copying, and one day going) unless several machines are down. There are some master books that are on file in the print shop of state adopted textbooks. Please call and see if your masters are on file in the print shop.

Comment: _____

Contact Person Carrie Dorsey Ext: 2010