

NORTH KANSAS CITY SCHOOLS REQUEST FOR COPYING

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JOB DESCRIPTION: _____

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DATE NEEDED: _____
ALLOW FIVE(5) BUSINESS DAYS

COPY OPTIONS	OUTPUT OPTIONS	STAPLE OPTIONS	THREE HOLE PUNCH
<input type="checkbox"/> ONE -SIDED	<input type="checkbox"/> GROUPED SET OF EACH PAGE	<input type="checkbox"/> SINGLE STAPLE TOP LEFT	<input type="checkbox"/> YES
<input type="checkbox"/> TWO-SIDED	<input type="checkbox"/> COLLATED EACH SET IN PAGE ORDER	<input type="checkbox"/> TWO STAPLE LEFT SIDE	<input type="checkbox"/> NO
	<input type="checkbox"/> COLLATED/STAPLED SELECT A STAPLE OPTION	<input type="checkbox"/> SMALL BOOKLET (8 1/2 x 11 folded, two staple)	
		<input type="checkbox"/> LARGE BOOKLET (11 x 17 folded, two staple)	

SPECIAL INSTRUCTIONS: _____

REQUESTED BY: _____

PHONE#: _____ EMAIL: _____



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