

Hudson Public Schools Copy Center  
 Hudson High School • Room E213  
 69 Brigham Street • Hudson, MA 01749  
 978-567-6250 x15213 • copy.center@hudson.k12.ma.us

**Hudson Public Schools  
 Copy Center Request Form**

Date of Order:	Date Needed:	Block Needed (HHS): <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> ARC <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>
Customer Name:		Contact Person (if different):
School/Department:		
Telephone:		Email:
<input type="checkbox"/> Please Deliver to Above Address <input type="checkbox"/> Will Pick Up in Copy Center <input type="checkbox"/> Deliver to HHS Room #:		

Job 1 Description:						<b>Ink</b> <input type="checkbox"/> Black <input type="checkbox"/> Color
Quantity:	<b>1 Sided</b> <input type="checkbox"/> 1 → 1 <input type="checkbox"/> 2 → 1 <b>2 Sided</b> <input type="checkbox"/> 1 → 2 <input type="checkbox"/> 2 → 2	<input type="checkbox"/> Collated (as a set) <input type="checkbox"/> Uncollated (separate sheets) <hr/> <input type="checkbox"/> 3 Hole Punched	<input type="checkbox"/> No Staple <input type="checkbox"/> Staple Top Left <input type="checkbox"/> Staple Top Right <input type="checkbox"/> Staple Left Double	<b>Booklet (Folded)</b> <input type="checkbox"/> 8.5x11 in half <input type="checkbox"/> 11x17 in half <hr/> <b>Pamphlet</b> <input type="checkbox"/> Tri-Fold	<b>Bound</b> <input type="checkbox"/> GBC Bind <input type="checkbox"/> Tape Bind	<input type="checkbox"/> Glue Pads Pages per Pad:
Paper Color: <input type="checkbox"/> White <input type="checkbox"/> Other:			<input type="checkbox"/> Cut Size:	Cover? <input type="checkbox"/> No <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock Color:		
Additional Instructions:						

Job 2 Description:						<b>Ink</b> <input type="checkbox"/> Black <input type="checkbox"/> Color
Quantity:	<b>1 Sided</b> <input type="checkbox"/> 1 → 1 <input type="checkbox"/> 2 → 1 <b>2 Sided</b> <input type="checkbox"/> 1 → 2 <input type="checkbox"/> 2 → 2	<input type="checkbox"/> Collated (as a set) <input type="checkbox"/> Uncollated (separate sheets) <hr/> <input type="checkbox"/> 3 Hole Punched	<input type="checkbox"/> No Staple <input type="checkbox"/> Staple Top Left <input type="checkbox"/> Staple Top Right <input type="checkbox"/> Staple Left Double	<b>Booklet (Folded)</b> <input type="checkbox"/> 8.5x11 in half <input type="checkbox"/> 11x17 in half <hr/> <b>Pamphlet</b> <input type="checkbox"/> Tri-Fold	<b>Bound</b> <input type="checkbox"/> GBC Bind <input type="checkbox"/> Tape Bind	<input type="checkbox"/> Glue Pads Pages per Pad:
Paper Color: <input type="checkbox"/> White <input type="checkbox"/> Other:			<input type="checkbox"/> Cut Size:	Cover? <input type="checkbox"/> No <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock Color:		
Additional Instructions:						