

**Hutchinson Public Schools
District Copying Form
Copy Center - SSC - Ext 4189 / email: cohenj@usd308.com**

Order Date: _____
Building: _____

Date Needed: _____

Budget code to be charged: _____

Approved by: _____

PRINT THE NAME OF PERSON REQUESTING COPIES

(The person ordering copies is liable for any copyright infringement under Title 17, U.S.Code.)

Brief Description of Item to be copied:

_____ Number of originals *(Count each side as an original)* _____
 _____ Number of copies to be made of each original _____
 _____ Total Number of copies requested _____

Regular

Astrobrates

	Paper Color	Regular Paper	Cover Stock
_____ Front Only	_____ White	_____ Mars Magenta**	
_____ Front & Back	_____ Pink	_____ Lunar Blue**	
_____ Reduction	_____ Blue	_____ Gamma Green	
_____ Collated in sets	_____ Green	_____ Terra Green**	
_____ Separate Stacks	_____ Canary Yellow	_____ Galaxy Gold**	
_____ Stapled - Upper	_____ Orchid	_____ Re-entry Red**	
_____ left-hand corner		_____ Pulsar Pink	
_____ 1 staple		_____ Lift-Off Lemon**	
_____ Stapled - Left		_____ Cosmic Orange**	
_____ side (2 staples)		_____ Planetary Purple	
		_____ Celestial Blue**	
		_____ Fireball Fuchsia**	

Paper Size

- _____ 8 1/2" x 11" 20#
- _____ 8 1/2" x 14" 20#
- _____ 8 1/2" x 11" Index
(White Only) 3-1
- _____ 11" x 17" (White Only)

Special

- _____ 3 Hole Punch
- _____ Cut 1/2, 1/4, other
- _____ Spiral Binder

(Need Regular DIST Form w/ signature)

_____ Booklet 5 1/2" x 8 1/2"

**** Astrobrite Cover Stock has been discontinued as stock is depleted.
As stock is depleted on other colors they will be discontinued also.**

Special Instruction:

FOR BUSINESS OFFICE USE ONLY

Total number of 8 1/2" x 11" 20#	_____ (1-1)	Requisition No.	_____
Total number of 8 1/2" x 14"	_____ (2-1)		
Total number of 11" x 17"	_____ (3-1)		
Total Astrobrite Paper	_____ (3-1)	Job Charges:	_____
Total Astrobrite Cover	_____ (7-1)		