

Date submitted  Needed by

### Boyertown Area Elementary Schools

School

### Centralized Copying Form

Teacher

# of originals  Copies per original

1-2 sided     2-2 sided     2-1 sided

Collated     Collated & Stapled

Not Collated     3 hole punch

Other

- In the event of legal action due to copyright violations it will be assumed the person submitting the material has determined conformity to District Policy and Federal Law.
- The same instructions apply to **ALL** attached originals. White paper will be used unless noted otherwise.
- Heavier weight paper must be supplied by person submitting form.
- Please allow three (3) work days from courier pick-up. Colored paper, rush jobs, and forms exceeding 500 copies require "Pink" form and principal signature.

Click here if you have an electronic copy of your document. (microsoft office, pdf, and image files)

Don't forget to "attach" your document!

Fill out the form and click here if you have a hard copy of your document. Attach completed form to the hard copy and send via courier.

An electronic copy can be made in .pdf format for you