

# Rock Hill School District III Copy Online Request Form

<b>REQUESTOR INFORMATION</b>	
<b>Date Submitted:</b> 5/9/2008	<b>Delivery/Pickup:</b> Pony Delivery
<b>Date Needed By:</b> (3 Day Turnaround)	<b>If Delivery, To Whom:</b>
<b>Requested By:</b>	<b>Account Number:</b>
<b>School or Dept:</b>	<b>Approved By:</b>
<b>JOB INFORMATION</b>	
<b>Job Name:</b>	<b>Original Format:</b> Electronic File
<b># Of Originals:</b>	<b># Of Copies:</b>
<b>Job To Be Saved As New Static Form For Future Use:</b> No	<b>Name For New Static Form (If Applicable):</b>
<b>PRINT OPTIONS</b>	
<b>Paper:</b> 8.5 x 11 None (Choose 8.5 x 14 None One) 11 x 17 None	<b>Color/B&amp;W Printing:</b> Black and White
<b>Plex:</b> Single-Sided (Simplex)	<b>Collate:</b> Collate Into Sets
<b>Orientation:</b> Portrait	<b>Slipsheets:</b> No
<b>COVERS/BINDING/TAB OPTIONS</b>	
<b>Front Cover:</b> No Front Cover	<b>Media:</b> N/A
<b>Back Cover:</b> No Back Cover	<b>Media:</b> N/A
<b>Binding:</b> No Binding	<b>Tabs:</b> No
<b>ADDITIONAL OPTIONS</b>	
<b>Cutting:</b> No Cutting Length:        in. Height:        in. (If Specific Length/Height is selected)	<b>Hole Punch (Drilling):</b> No Drilling
<b>Folding:</b> No Folding	<b>Shrink Wrap:</b> No Shrink Wrap
<b>Stapling:</b> No Stapling	
<b>SPECIAL INSTRUCTIONS</b>	