



Escambia County Public Schools Copy Request

Today's Date:

Contact Person

First Name:

Last Name:

Phone Number:

School or Department

Due Date:

Copyright
Permission
Verified

☐

Warehouse

☐ Paper Brought/Stored

☐ Paper Ordered

Order #

Paper

Paper Size:

Paper Weight:

Paper Color:

Separate Cover

Cover Size:

Cover Weight:

Cover Color:

Page Count

Page Count:

☐ DS

☐ SS

of Copies Requested

Copies Requested:

☐ DS

☐ SS

Collated

☐ Collated- in proper order

☐ Uncollated- individually in sets

(all copies of page 1, all copies of page 2, ect..)

Stapled

☐ 1 at top left

☐ 2 on left side

3 Hole Punch

☐ Yes

☐ No

Folded

☐ Center Fold

☐ With Center Staple

☐ Accordion Fold
(no staples)

Additional Information:

Delivery/Pickup Address:

Maintenance and Custodial Services
30 E Texar Dr. Room 401
Pensacola, FL 32503

Phone: 850.469.5586

**Please fill in all the information above first, then print and bring form with you to Maintenance and Custodial Services.