

Job # _____



**Waiakea High School
Copier Service**

Copy Request Form

Brandon.Hendricks@k12.hi.us

of Copies Needed: _____ Print 1 Sided: 2 Sided: Copy Code: _____

Requested By: _____ Email: _____

Date Requested: _____ Date Needed By: _____

Copy Lab Use Only - Do not fill out – If needed ASAP feel free to make copies
Date Completed: _____ Copys Remaining: _____

Additional Copy Instructions:

Please staple original behind copy request form and allow 1 – 2 Days to process your request.
You will be sent an email when your request is completed & ready to be picked up.

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