



# DVHS Media Center Lamination Request Form



Name \_\_\_\_\_ Date \_\_\_\_\_

Room# \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Date needed by \_\_\_\_\_ Quantity \_\_\_\_\_

Please allow 1 to 2 business days for jobs to be complete.

**Please Note:**

- ◆ We can laminate jobs up to 24” wide.
- ◆ Materials will be returned to you untrimmed.
- ◆ Please remove all tape, staples, paper clips, envelope clasps or sharp items protruding from the materials to be laminated as they will damage the rollers.
- ◆ Items that are too thick or have a gloss finish may not seal.
- ◆ On rare occasions items get damaged during lamination; therefore please a copy for your records.
- ◆ Contact the Media Center at x2015 if you have questions.



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