



DVHS Media Center Printing Request Form



Name _____ Date _____

Room# _____ Ext. _____ Email _____

Date needed by _____

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

Printing: B&W Color **Paper Size** _____ **Laminate:** Y N

Electronically Sent Filename _____

Special Instructions/Brief Description of items:



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