

Copy Center Guidelines

8/2/2011

1. Please limit the number of requests daily to **3** in order to be fair to everyone
2. PDF, PDF, PDF, Please convert all documents to PDF. It takes 5 additional steps to complete an order in *word*
3. 24 hr turnaround—plan otherwise
4. Include return date needed and I will do my best
5. No individual stacking of orders for a group of teachers
6. Copyright issues—You will need to send all documentation
7. No binding
8. Please no last minute requests
9. Advanced planning helps all of us to meet our deadlines