



Lawrence Public Schools Production Center Request Form

Today's Date: _____ Due Date: _____

Contact Name: _____

Contact Email: _____ Phone Number: _____

Department / School: _____



Please Email documents in PDF format to:
graphics@lawrence.k12.ma.us or melissa.vanderveer@lawrence.k12.ma.us

Please select choices below

Original Provided by: **Hard Copy** **Email Attachment** **CD / USB**

Number of Original Pages: _____ Number of Copies/Sets: _____

Paper
8.5x11
8.5x14
11x17
Card Stock

Double Sided

Single Sided

Booklet

Stapled

Collate

Box

Shrink Wrap

Elastic

Special Instructions: _____

I agree to provide the materials needed for this request. I will reimburse the Production Center via a Purchase Order for the materials required, if I cannot provide them at the time of the request.

Principal's Signature: _____ Date: _____

Production Center Use Only

Materials Needed: _____

Date Sent: _____ Time Sent: _____

Please allow a 5 day turn around period for request. For more information call Ext: 39494