



# CREATIVE SERVICES LAMINATION REQUEST FORM

Job # \_\_\_\_\_  
Date received \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

**PLEASE  
PRINT**

Requested by \_\_\_\_\_

School District \_\_\_\_\_

School Building \_\_\_\_\_

AEA Account # \_\_\_\_\_

VAN DELIVERY

CUSTOMER PICK-UP

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**BILL TO:**

SCHOOL P.O. # \_\_\_\_\_

**We can laminate items up to 26" wide. We cannot laminate anything with staples/metal.**

**TIPS**

- Please put your name on the back of all items and enclose everything in an envelope or plastic bag.
- Items that are too thick or have a gloss finish may not seal.
- Items smaller than 4"x 6" will have a \$12 an hour charge added to the normal lamination fees.

LAMINATION FT: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(cost per ft) (total cost)

DATE DONE: \_\_\_\_\_

DATE SENT: \_\_\_\_\_



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