

CREATIVE SERVICES LAMINATION REQUEST FORM

Job #	
Date received	

NIEG EDUVATION ACTIVI	☐ VAN DELIVERY	
TODAY'S DATE: PLEASE	☐ CUSTOMER PICK-UP	
DATE NEEDED: PRINT	Home Phone	
Requested by	Work Phone	
	BILL TO:	
School District	□ SCHOOL P.O. #	
School Building		
AEA Account #		
We can laminate items up to 26" wide. We cannot lami	inate anything with staples/metal.	
,		
Please put your name on the back of all items and end	close 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	as added to the normal lamination foca	
Titerns smaller than 4 x 0 will have a \$12 an hour charge	ge added to the normal lamination lees.	
	DATE DONE.	
LAMINATION FT: X =(total cost)	DATE DONE:	
(cost per ft) (total cost)	DATE SENT:	
CREATIVE SERVICES	Job #	
LAMINATION REQUEST	FORM Date received	
CENTRAL RIVERS AREA EDUCATION AGENCY	L VAN DELIVERY	
TODAY'S DATE: PLEASE	□ CUSTOMER PICK-UP	
I LEASE	Home Phone	
	Work Phone	
Requested by	BILL TO:	
School District	□ SCHOOL P.O. #	
School Building		
AEA Account #		
We can laminate items up to 26" wide. We cannot lami	inate anything with staples/metal.	
Please put your name on the back of all items and end	close 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	ge added to the normal lamination fees.	
	DATE DONE:	
LAMINATION FT: X = (total cost)	DATE DONE:	
(cost per ft) (total cost)	DATE SENT:	