

**LAMINATION/POSTER REQUEST FORM**

**Greater Southern Tier Teacher Center**

**459 Philo Road, Elmira, NY 14903**

**607-739-3581**

**SCHOOL DISTRICT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEACHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINCIPAL’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number Requested Total Amount**

* Color Copying @ $.25 \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_
* Lamination \_\_\_\_ft. @ $.35/ft. \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_
* Poster – 11” x 17” laminated ($.50) \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_
* Poster – 17” x 22” laminated ($7.00) \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_
* Poster – 22” x 34” laminated ($9.00) \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_
* Poster – 34 x 44” laminated ($15.00) \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_
* Poster – Other size poster – laminated \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_

 **Total Cost** \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_

 **\*\* Prices may vary on size and color \*\***

**\*\*\*ORDERS WILL BE RETURNED WITHOUT PRINCIPAL’S SIGNATURE\*\*\***

**\*\*\*PLEASE REMOVE STAPLES OR METAL OBJECTS MATERIALS\*\*\***

**\*\*\*ANY POSTERS OR LARGE CUT-OUTS WIDER THAN 25” WILL NOT BE ABLE TO GO THROUGH OUR LAMINATOR\*\*\***



For Teacher Center Use Only

TOTAL LAMINATION USED FOR PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL POSTERS COMPLETED FOR PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK COMPLETED AND DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_