THE UNIVERSITY PLACE SCHOOL DISTRICT COPY CENTER CAN HANDLE PRINT REQUESTS FOR ALL DISTRICT LOCATIONS, PTSA/BOOSTER CLUBS, AND OUTSIDE ENTITIES.

A. FIND THE REQUEST FORM
   1) The District Printing Request Form is found on our website.
   2) Note there are four types of Print Request Forms:
      * District Classroom Use (NOT for office use)
      * District “Other” Use (Teachers do not use this form for classroom copies)
      * PTSA/Booster Club Use (will be invoiced)
      * Non-District Use (will be invoiced) and completed based on availability

B. COMPLETE THE REQUEST FORM
   1) TOP SECTION
      a. List your contact information as indicated. If you are a PTSA/Booster Club or an outside-of-District entity, please be sure your organization’s billing address is complete.
      b. All UPSD locations need to provide a complete budget code for the print job. (The Classroom Use form has this pre-filled)
      c. All non-classroom copies must be signed/authorized by the Principal/Administrator (or PTSA/Club Rep) before the print job can be started.
      d. It is important to include a “Date needed”. DO NOT write “ASAP” or leave blank. Allow at least one week for copy requests to be completed. Larger print jobs may take longer. I will contact you with any issues with the time line.
   2) MIDDLE SECTION
      a. Please fill out all applicable areas, making special note of the “Options” section. (For classroom use be sure to indicate whether you want copies “Collated” or “Grouped”).
      b. Hand Work (folding, cutting, padding) will accrue additional fees at the rate of $5 in 15-min increments (min charge $5).
   3) BOTTOM SECTION
      a. This section is for Copy Center Use. It is provided on the form for cost reference only.

C. ATTACH YOUR ORIGINAL DOCUMENTS
   1) Originals must be ‘print ready’ to copy from.
   2) Do not send originals on colored paper
      *If you are copying from a book or other professionally published item, make sure you are not violating copyright laws. Copy Center may request approval to confirm this.
   4) Attach a sample, if possible.
   5) Black ink copies must be submitted as hard copies and must be ‘print ready’ original(s).
   6) Color ink copies may be emailed but must be ‘print ready’ original(s).

D. SEND YOUR REQUEST TO THE COPY CENTER
   1) All print requests need to be submitted in hard copy form, please do not e-mail requests.
   2) Please submit a new request form, not a copy of a finalized one from a previous request.
   3) A copy of your Printing Request will be returned with your originals and the final copied documents. (The original will be retained for accounting purposes).

TEACHERS – Plan ahead! Print requests for the next school year should be submitted by June 15th. Requests received after that date will be processed and completed in “date received” order. Requests received after August 15th are not guaranteed to be completed prior to the 2nd week of school.

EMERGENCY REQUESTS – Please call the Copy Center to determine if your emergency request can be accommodated, 253-566-5600 x3319.