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Teacher _____
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Date needed by: _____

Back to Back: **Card Stock Cover**
Yes ___ No ___ Color: _____

Collate:
Yes ___ No ___

Staple: **Color Paper:** Green,
Yes ___ No ___ Pink, Blue, Canary,
Buff, Gold, Salmon,
3-hole punch: Cherry, Gray
Yes ___ No ___

Spiral Bind: **NCR paper:** 2, 3, 4, 5
Yes ___ No ___ or 6 part

Folded:
Yes ___ No ___

Cut: **Paper Size:** 8 1/2X11
Yes ___ No ___ 8 1/2X14
11X17

Laminate: **Other:** _____
Yes ___ No ___

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