



Montgomery County Public Schools ORDER FORM

School ID:	MCPS E-mail Address:		
Phone #:	Date:	Needed By:	

When using a MCPS computer, once you have clicked the submit form button, you will be directed to a page where you can then attached your files.

Please also include your **need by date** in the subject line of the e-mail. This will save valuable time. Example of what the subject line should look like: **Subject: 9/30**

Your job will be run on white paper. Color paper is available for limited number of copies. Color paper should be requested only when absolutely necessary.

1	File Name:	# of Original (s):	Quantity:
	Collated into sets (1,2,3; 1,2,3)	Uncollated, package as separate sheets (1,1,1; 2,2,2; 3,3,3)	3-Hole Drilled
	Single-Sided Double-Sided	Staple Position: <input type="checkbox"/>	Portrait Staple <input type="checkbox"/> Landscape Staple
Notes: _____			

2	File Name:	# of Original (s):	Quantity:
	Collated into sets (1,2,3; 1,2,3)	Uncollated, package as separate sheets (1,1,1; 2,2,2; 3,3,3)	3-Hole Drilled
	Single-Sided Double-Sided	Staple Position: <input type="checkbox"/>	Portrait Staple <input type="checkbox"/> Landscape Staple
Notes: _____			

3	File Name:	# of Original (s):	Quantity:
	Collated into sets (1,2,3; 1,2,3)	Uncollated, package as separate sheets (1,1,1; 2,2,2; 3,3,3)	3-Hole Drilled
	Single-Sided Double-Sided	Staple Position: <input type="checkbox"/>	Portrait Staple <input type="checkbox"/> Landscape Staple
Notes: _____			

4	File Name:	# of Original (s):	Quantity:
	Collated into sets (1,2,3; 1,2,3)	Uncollated, package as separate sheets (1,1,1; 2,2,2; 3,3,3)	3-Hole Drilled
	Single-Sided Double-Sided	Staple Position: <input type="checkbox"/>	Portrait Staple <input type="checkbox"/> Landscape Staple
Notes: _____			

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