



CREATIVE SERVICES LAMINATION REQUEST FORM

Job # _____
Date received _____

TODAY'S DATE: _____

DATE NEEDED: _____

**PLEASE
PRINT**

Requested by _____

School District _____

School Building _____

AEA Account # _____

VAN DELIVERY

CUSTOMER PICK-UP

Home Phone _____

Work Phone _____

BILL TO:

SCHOOL P.O. # _____

We can laminate items up to 26" wide. We cannot laminate anything with staples/metal.

TIPS

- Please put your name on the back of all items and enclose 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 added to the normal lamination fees.

LAMINATION FT: _____ X _____ = _____
(cost per ft) (total cost)

DATE DONE: _____

DATE SENT: _____



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