

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ NEED BY (please allow for a three day turn around time): \_\_\_\_\_

# of COPIES NEEDED: \_\_\_\_\_

**DIRECTIONS: ONE SIDED ONLY  
FRONT AND BACK  
SORTED AND STAPLED**

**SPECIAL INSTRUCTIONS:**

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