

# Kit Services Department

Library and Learning Resources Centre

Crestwood School - 50 Millwood Place

Hamilton, On L9A 2M8

Tel (905) 574-1666, ext. 227

## Laminating Request Form

### Please note:

- Principal's signature and school account number must be on this request form.
- Punch/cut out items before sending them for laminating.
- Remove staples or other sharp objects which can damage the machine's rollers.
- Maximum width of 24 inches (62 cm.)
- No pieces smaller than 4 inches x 4 inches (10 cm x 10 cm)
- Turnaround time is approximately 1 week.
- If you prefer to do the laminating yourself, please call to arrange an appointment.

**• PLEASE NOTE NEW CHARGE -- .60 PER FOOT, -  
MINIMUM CHARGE OF \$2.50**

**NOTE:** When cutting laminated items, leave at least 1 in. (3 mm border) to prevent the film from separating.

### Please complete the following

School \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Account Number to be charged \_\_\_\_\_

Principal's Signature for Authorization \_\_\_\_\_

Date Sent \_\_\_\_\_

.....  
**THE FOLLOWING WILL BE COMPLETED BY KIT SERVICES**

Received \_\_\_\_\_

Cost \_\_\_\_\_

Date Returned \_\_\_\_\_

**PLEASE SUBMIT THIS TO THE SCHOOL OFFICE FOR THEIR RECORDS.**

*KIT SERVICES WILL SEND A STATEMENT OF THIS CHARGE TO THE ACCOUNTING DEPARTMENT. August - 2008*

