



# Teacher Center Service Form

Hours: Monday – Thursday 12:30 – 5:30  
Friday 11:00 – 4:00, Phone – 687-6327



Please use this form to request help from the Teacher Center. We are here to assist you with *poster making, laminating, die cutting, book binding and button making.*

We now have a new *poster design center.* You are welcome to come here to *create* your poster. You also could send a hard copy through our *inter-office mail* or *e-mail* to OATRTC.

Teacher's Name: \_\_\_\_\_ School Building: \_\_\_\_\_  
Phone # or Room # \_\_\_\_\_

Book Binding: # of pages per book \_\_\_\_\_, # of books \_\_\_\_\_

Button Making: # of buttons \_\_\_\_\_

Die Cuts: What? \_\_\_\_\_ How many? \_\_\_\_\_

Paper colors: \_\_\_\_\_

Poster: (normal size 23" x 31"), How many? \_\_\_\_\_

Banner: (from 2' x 5' to 2' x 10'), Size: \_\_\_\_\_

Laminated? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional instructions:

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