

# Copying Guidelines

- Copies of 15 or more should be sent to the Print Shop
- Copies under 15 should be made on our copier in the workroom
- Copies of any quantity needing to be made on construction paper can be sent to the Print Shop. They have both 8  $\frac{1}{2}$ " X 14" and 9" X 12" size available in a variety of colors
- Our digital duplicator should only be used for making copies of 45 or more.