



Service Request Form

Your Name: _____ Child Care Program/School Name: _____

Phone Number: _____ Email: _____

Today's Date: _____ Pick Up Date *Requested: _____

*We will make every effort, barring unforeseen circumstances, to fill your request by Thursday afternoon.

Type of Service Requested:

_____ Ellison Die Cut

_____ Laminating

_____ Both Ellison Die Cut and Laminating

Name and Size of Ellison Die Shapes Requested –See attached Die Cut list for name and size

Maximum of 5 shapes please. Indicate paper color if more than one color paper is going to be used.

Example: 25 Large Snowflakes on White Paper.

1).

2).

3).

4).

5).

Laminating Instructions (if any) -Laminating \$.75 per running foot. We can laminate items up to 25" wide.

Example: Laminate 25 snowflakes for staff A and 25 for staff B –please provide separate receipts.

CCR&R is NOT responsible for damage to materials due to laminator malfunction.

**Payment for Ellison supplies (if requested) and/or laminating can be made by cash, check or by credit card (minimum of \$10 for credit) at the time of pick up.*

THANK YOU!