



## Laminating Request Form

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Laminating involves passing your materials through high heat, so please submit items in good condition. ELC of Duval is not responsible for any materials damaged during lamination. All items will be ready two weeks after the drop off date.

### **Laminating Guidelines:**

**Only items for early childhood (birth to five) classrooms will be laminated**

- Items smaller than 3 X 3 will not be laminated.
- Please remove all tape, staples or any other objects from your items to prevent damage to your lamination and to the laminating machine.
  - Please place your items in a bag.
- No more than 50 items per center at time of drop off
- Items left over 30 days will be disposed of if not picked up.

Name: \_\_\_\_\_

Name of Center: \_\_\_\_\_

Phone Number of Person Dropping Off Items: \_\_\_\_\_

Date when Items were Dropped off: \_\_\_\_\_

Number of Items to be Laminated: \_\_\_\_\_

Brief Description of Items: (poster, bulletin board items, construction paper, etc)

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