

GENERAL INFORMATION ABOUT XEROX COPY CENTER @ HSD

HOURS: 7:00-4:00

2915 NORTH THIRD STREET
HARRISBURG PA 17110
CAREER TECHNICAL ACADEMY

717-703-4051

TO SUBMIT A COPY REQUEST:

1. FILL OUT THE REQUEST FORM COMPLETELY.
YOU CAN FIND AN ELECTRONIC FORM WITH INSTRUCTIONS ON THE SCHOOL WEBSITE UNDER SITE SHORTCUTS THEN XEROX.
2. PLEASE CHECK FOR COPYRIGHT NOTATIONS AT BOTTOM OR FRONT OF YOUR DOCUMENT. IF IT IS COPYRIGHTED, IT WILL BE RETURNED UNLESS YOU SIGNED THE REQUEST FORM AT BOTTOM STATING YOU HAVE WRITTEN PERMISSION. PLEASE INCLUDE THE WRITTEN DOCUMENTATION WITH THE REQUEST IF POSSIBLE. MAKE SURE TO SIGN THE LOWER PART OF THE REQUEST FORM OR JOB WILL BE RETURNED TO YOU.
3. SEND BOTH THE REQUEST AND THE DOCUMENT TO YOUR PRINCIPAL FOR APPROVAL.
4. AFTER GETTING THE APPROVAL SEND THE DOCUMENTS WITH THE APPROVED REQUEST FORM TO XEROX VIA MAIL OR EMAIL OR IN PERSON. PRINCIPAL SHOULD FORWARD ALL APPROVED REQUEST TO XEROX.

COLOR COPY REQUEST REQUIRE THE APPROVAL OF THE BUSINESS ADMINISTRATOR, PLEASE SEND REQUEST AND DOCUMENTS TO HIM INSTEAD OF US. HE WILL FORWARD THE APPROVED JOBS TO US.