

Laminating Request Form

Laminating involves passing your materials through high heat, so please submit items in good condition. ELC of Lake 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

- *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.*
- *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)
