

Waterloo Teachers' Resource Center Mission:

"To support educators' professional growth thus helping students to meet or exceed the New York State Standards." 8/04



Waterloo Teachers' Resource Center
Waterloo High School Room 216
95 Stark St. Waterloo, NY 13165
School Ext. #4182 or 539-5454
wtrc@waterloocsd.org
Sandy Ahart and Matt Parker,
Co-Directors



SERVICE REQUEST FORM

Name: _____ Building _____ Grade/Subject _____

Date of Request: _____ Date when Materials are needed: _____

Please allow 2 weeks (10 days) to complete request.

WTRC receives inner school mail Wednesday, Thursday, and Friday.

Service requests may also be sent via email to wtrc@waterloocsd.org

Item Requested (Please circle)

Number

Specific Instructions

Binding (Clear covers-yes or no) _____

Copies

(color print or black/white print)

(paper size: 8.5X11, 8.5X14, 11X17) _____

Laminating (yes or no) _____

Posters (17" red, blue, black, green print on white)

(23" red, black, blue, green, maroon, purple, hunter green print on white)

Black print on orange, black print on blue, black print on yellow) _____

Buttons _____

Label maker (Call for size and color) _____

Awards maker – Stickers (Call for information) _____

Die Cuts: ELLISON/ ACCUCUT (one size) VARIQUEST (many sizes)

Pattern	Color	Size	Number	Material

Book Title: _____

Magazine Title: _____

Video/DVD Title: _____

Cardstock or Construction Paper
(Plain or Laminated)
 Additional Materials available for
 Ellison/ AccuCut Die Cuts: Fun Foam,
 Plastic Canvas, Sponge Paper, Felt

Please do not write below this line.

For WTRC only

Date request received: _____ (Phone, email, school mail) Request Completed By: _____

Date Request Completed: _____