

CMMC Drop Off Lamination Form

Name: _____ Phone #: _____

Email: _____

Description and order of the materials to be laminated:

Laminated materials will be available tomorrow by noon and you must pay cash for your items when retrieving them.

Exception: Materials received Friday – Sunday will be available by noon on Monday.

I understand the CMMC is not responsible for any lost or damaged materials.

(Patron's Signature)

* * * * *

Staff Use Only

Number of ft. _____ X .35 cents = _____

Staff initials: _____ Date: _____

Procedure:

1. When a patron drops off items to be laminated, s/he will complete the form above.
2. The form and items to be laminated will be placed in a designated area (see desk).
3. Once materials are laminated, they will be rolled up and secured with a rubber band.
4. The employee who laminated the materials will record the fee owed on the form.
5. The employee will email the patron the fee for his/her lamination.
5. The form will be attached to the rolled materials.
6. Completed materials will be placed at the designated area at the Research Assistance Desk.

Patrons Please Observe the New Lamination Policy:

1. You must complete a **CMMC Drop Off Lamination Form.**
2. Laminated materials will be available the next day by noon.
3. You will be emailed the fee for your lamination and you must pay cash for your items when retrieving them.

Exception: Materials received **Friday – Sunday** will be available **by noon on Monday.**