



# Photocopy Form

ACN 7

ACTIVITY CODE

Date: ..... / ..... / .....

I'm (Mr./Mrs./Ms.) ....., working in the section of .....

and teaching ..... in the class of .....

I would like to request your permission to photocopy the following documents;

**1. Attachment: Original** ..... **page (s)** Topic: .....

☐ Single side photocopy for ..... sheets      ☐ Double sided photocopy for ..... sheets

**2. Attachment: Original** ..... **page (s)** Topic: .....

☐ Single side photocopy for ..... sheets      ☐ Double sided photocopy for ..... sheets

**3. Attachment: Original** ..... **page (s)** Topic: .....

☐ Single side photocopy for ..... sheets      ☐ Double sided photocopy for ..... sheets

**4. Attachment: Original** ..... **page (s)** Topic: .....

☐ Single side photocopy for ..... sheets      ☐ Double sided photocopy for ..... sheets

## Objectives:

- |  |              |
|--|--------------|
| <input type="checkbox"/> Use for teaching                    | Class: ..... |
| <input type="checkbox"/> Use for activities                  | Class: ..... |
| <input type="checkbox"/> Use for special class               | Class: ..... |
| <input type="checkbox"/> Others (e.g. school business) ..... |              |

**Collection Date:** ..... / ..... / .....

- Note:**
1. Minimum number of copies for Roneo documents should not be less than 30.
  2. The charges of double-sided photocopy is 60 satang per sheet and for single side is 45 satang.
  3. Kindly deposit your sheets for photocopy two days before from the date of collection.

Thank you for granting this.

.....  
(.....)

☐ Payment ..... Baht per set

.....  
(Mr.Chookeat Chaitawewiwatkun)  
Head of Administration and Finance

.....  
(Ms. Natgamon Boonsak)  
Head of English Program

..... / ..... / .....

☐ Approved      ☐ Not Approved

(Ms.Uthai Paoprachummuang)  
Head of Academic