

WORK ORDER REQUEST FORM

Name: _____ Today's Date: _____

Department: _____ Due Date: _____

- Pick-Up: ☐ Faculty Secretary's Office
☐ Prior arrangement needed for after-hours pick up.

Certain copy projects may need to be outsourced and will require additional time to process.

Material:

- | | |
|--|---|
| <input type="radio"/> Brochures | <input type="radio"/> Forms |
| <input type="radio"/> CD-Burn | <input type="radio"/> General Correspondence |
| <input type="radio"/> Certificates | <input type="radio"/> Inter-Departmental Correspondence |
| <input type="radio"/> Charts/Graphs | <input type="radio"/> Labels |
| <input type="radio"/> Columns/Tables | <input type="radio"/> Manuscripts |
| <input type="radio"/> Classroom Material | <input type="radio"/> Meeting Minutes |
| <input type="radio"/> Course Syllabi | <input type="radio"/> Name Tags |
| <input type="radio"/> Coursework for <i>Canvas</i> | <input type="radio"/> PDF's |
| <input type="radio"/> Curriculum Vitae | <input type="radio"/> Posters |
| <input type="radio"/> Document File Conversion | <input type="radio"/> PowerPoint Presentations |
| <input type="radio"/> Document Scanning | <input type="radio"/> Program Books |
| <input type="radio"/> DVD-Burn | <input type="radio"/> Reports |
| <input type="radio"/> Envelopes | <input type="radio"/> Table Tents |
| <input type="radio"/> Exams | <input type="radio"/> Other _____ |
| <input type="radio"/> Flyers | <div style="text-align: right;"><i>(please specify)</i></div> |

Copy Information: Number of Copies _____

- | | | |
|-------------------------------|------------------------------------|------------------------------------|
| <input type="radio"/> Collate | <input type="radio"/> Cut | <input type="radio"/> Pad |
| <input type="radio"/> Duplex | <input type="radio"/> Fold | <input type="radio"/> Spiral Bound |
| <input type="radio"/> Staple | <input type="radio"/> 3-Hole Drill | |

Paper Size: ☐ 8.5 x 11
☐ 8.5 x 14
☐ 11 x 17
☐ Other _____

Paper Weight: ☐ Standard
☐ Cardstock
☐ Other _____

Paper Color: _____

Instructions: