**WORD PROCESSING CENTER WORK ORDER**

WP DOC # DEPT CODE # \_\_\_\_\_\_\_\_\_ LOG #\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME |       | DIV/DEPT |       | PHONE EXT. |       |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | [ ]  | Test/Exam | [ ]  | Course Plan | [ ]  | Handout | [ ]  | Letter/Memo | [ ]  | Form | [ ]  | Other |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Submitted: |       | Date Required: |       | Time: |       |  |

**Please give day/time required; put ASAP only if work is urgent. If request is needed same day as submission, you MUST discuss with supervisor. Thanks!!**

**COPYING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  Originals x |       |  copies=TOTAL |       |

|  |  |
| --- | --- |
|       | Front & Back **(ALL work will be copied front & back unless front only is specifically required.)** |
|       | Front Only  |
|       | Reduced  |
|       | Collate and staple |
|       | Collate only (Do not staple) |
|       | Stacks only |
|       | Color bond or index **(Budget transfer applies)** |
|       | Letterhead  |
|       | Punch and bind (Coil-Bind) **(Budget transfer applies)** |
|       | 3-Hole Punch |
|       | Color Copies **(Budget transfer applies)** |
|       | Send to Mall |
|       | Place in Mailroom |
|       | Send to DE Testing Center |
|       | Other Instructions:       |

**WORD PROCESSING**

|  |  |
| --- | --- |
|       | For storage and future use |
|       | Temporary Storage (5 days) |
|       | Do not store; type only |
|       | Revisions to stored material |
|       | Letter(s) and envelope(s) |
|       | Rough Draft only |
|       | I want to proof final |
|       | I do not want to proof final; make copies as indicated |
|       | Other explain) |       |

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Signature: