PHOTOCOPY WORK ORDER

Submitted: Date	Time
Needed by: Date	Time
Name	Ext
Department	Cost#
Course_	****************
Instructions:	SPECIAL INSTRUCTIONS
Number of Copies	
Number of Pages	
Letter Size	
Legal Size	
Books—Pagesto	<u> </u>
Collate	
Staple	
One-sided to one-sided	
One-sided to two-sided	
Two-sided to two sided	
3-Hole Paper	
Purposes:	
Classwork	
Examinations	
Administrative Work	
Student Organization	
Other	*************

Work Completed by:	