**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: