

# COPY and/or WORK ORDER FORM

## COPIES:

Name: \_\_\_\_\_

Group/Activity: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date Requested: \_\_\_/\_\_\_/\_\_\_ Pick-up Date: \_\_\_/\_\_\_/\_\_\_

Approved by: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

### Paper Size (Please Circle):

8.5"x11"      8.5"x14"      11"x17"      Post Cards      Cardstock

Paper Color: \_\_\_\_\_ Single Sided: \_\_\_ Double Sided: \_\_\_

Stapled (Please Circle):    Yes    No

Additional Instructions: \_\_\_\_\_

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### Office Policy

- ◆ 100 copies or less: Ready by end of day
- ◆ 100 - 250 copies: Ready by end of 2 working days
- ◆ 250 + copies: Ready by end of 4 working days

**End of working day: Monday-Thursday 7:30 pm, Saturday 12 Noon**

## OTHER WORK ORDER REQUEST:

Please give detailed instruction for any work request (folding, sorting, etc). Also, if possible, attach a sample of the work to be done.

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~ Use other side if additional space is needed for explanation ~