

# Faculty Support Center Work Request Form

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Name \_\_\_\_\_ Dept. \_\_\_\_\_ Phone \_\_\_\_\_ Date in \_\_\_\_\_ Time in \_\_\_\_\_ Date Needed \_\_\_\_\_

Classroom  Administrative  Research  Personal  Other (Explain) \_\_\_\_\_

## B&W COPY SERVICE

\_\_\_\_\_ # of copies

\_\_\_\_\_ # of original pages

For multiple original sets with *identical* instructions, please list pages per set: \_\_\_\_\_

**Check all that apply: (NOTE: All copies will be double-sided on white paper unless specified below.)**

\_\_\_\_\_ Single-sided

\_\_\_\_\_ Three-hole punch

\_\_\_\_\_ Collate

\_\_\_\_\_ Staple

\_\_\_\_\_ Color paper

(Select) **Pink** **Salmon** **Goldenrod** **Buff** **Yellow** **Green** **Blue** **Lilac** **Tan** **Gray**

**Additional instructions:** \_\_\_\_\_

## SCAN SERVICE

**NOTE:** PDF is the default. If you need another format, also fill out "File Format Conversion" below in **Editorial Service**.

**Additional instructions:** \_\_\_\_\_

Scanned by: \_\_\_\_\_

## EDITORIAL SERVICE

**Please select file format and/or service:**

Word

PowerPoint - Widescreen (16:9) default slide size

Excel

Proofreading

File Format Conversion: \_\_\_\_\_ to \_\_\_\_\_

**Additional instructions:** \_\_\_\_\_

**Office use only:** Date completed \_\_\_\_\_ Time \_\_\_\_\_ Initials \_\_\_\_\_ Charge if personal \$ \_\_\_\_\_

1  2  3  4  5  6  7  8  \_\_\_\_\_