

OFFICE USE ONLY

Typed by: _____

Duplicated by: _____

Date: _____

REQUEST FOR ADMINISTRATIVE SERVICES

Date: Requested: _____ Date Needed: _____ Hour Needed: _____

Requested by: _____

PHOTOCOPYING

On 8 1/2 X 11 _____ On 8 1/2 X 14 _____

With _____ (number of copies) made of each page.

Collated: Yes _____ No _____ Double Sided: Yes _____ No _____ Stapled: Yes _____ No _____

Please check one:

Research _____ Class Material _____

Special instructions: _____

Number of copies charged to your account _____ (STAFF ONLY)

*******REMINDER*******

Please give 24 hours notice of the date needed: Our typist can do their jobs more efficiently when you give them a legible copy without errors in spelling, punctuation, or grammar.

OTHER ADMINISTRATIVE SERVICES

The attached material is to be typed on:

_____ Letterhead with _____ Copy(s)

_____ Plain Paper

_____ Other (Explain) _____

Printing (PC):

File Name _____

On 8 1/2 X 11 _____

8 1/2 X 14 _____

Collated: Yes _____

No _____

Give finished material to: _____