COST CENTER # __ __ __ __

DUPLICATING WORK ORDER

Name ___________________________ Ext. _____ Date _______ Time _____

Date Needed _____________________ Time Needed ___________________

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General Instructions:

___ Number of Copies
___ Number of Pages
___ Letter Size
___ Legal Size
___ Books - Pages ___ to ___
___ Collate
___ Staple
___ Double-sided
___ Punch Stock
___ Reduction __ 98% __ 74% __ 65%
___ Other (See Special Instructions)

SPECIAL INSTRUCTIONS

Purpose:

___ Classwork
___ Examinations
___ Research, Writing Scholarship
___ Administrative Work
___ Personal
___ Student Organization
___ Other Organization
___ EMERGENCY (Describe)

authorized by: _______________________

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Work Completed by: _______________ Date: ___________

Billing:

___ Administrative Offices Amount Paid

___ School of Law

___ Organization

___ Personal

___ University College