

Adjunct Faculty Job Request Form

User Number: 116 - 5125

Date job is needed: _____ Time needed: _____ Mailbox # _____

Requester Name: _____ Phone: _____

Division: ACH Department: Performing Arts

Title of This Job: _____

Number of Original Sheets (sheets, not sides please): ? _____
Are these sheets: One Sided Two Sided Mixed

Number of Copies Required _____
If more than one pg and you want sets, only put # of sets please

Instructions:

8 1/2 x 11:

White Only:

- 8 1/2 x 14
- 11 x 17

- White
- Gray
- Blue
- Yellow
- Green
- Pink
- Ivory
- Lilac
- Goldenrod
- Provided**

Printing Required:

- One Sided
- Two Sided
- Mixed

Note: Mixed is for originals that have 1 & 2 sides or if you want some pages within a group to be copied 2 sided & one sided. If the number of originals is odd & you want the last page to have a blank back, just mark two sided above.

Finishing:

- Uncollated
- Collated
- Staple
- Double Staple
- 3 Hole Punch on side (11")
- 2 Hole Punch on top (8 1/2")
- Spiral Bind

Note: Spiral Binding is for **20 Pages or less**. Spirals are black only.

Transparency

(Clear Only)

Number of Transparencies per original

This Section for Covers Only:

Front Cover: Blank Print one-sided Print two-sided

Back Cover: Blank Print one-sided Print two-sided

Do you want: { Cover Stock-----Color: White Blue Gray Provided
 Pick One Only { 20# Copy Paper-----Color: White _____ Other ← (specify) Provided

See above colors under 8 1/2 x 11 & fill in with color you want

Special Instructions for Copy Operator:

Notice - Warning Concerning Copyright Restrictions

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For Office Use Only

Received: Date: _____ Time: _____

Job Run By: _____ Date: _____ Time Finished: _____