

**Faculty Secretary Work Order**

**TO:** *Fran Cordle/Amber Landis*

**FROM:** \_\_\_\_\_ **Your Copy Code** \_\_\_\_\_

Date & Time Submitted: \_\_\_\_\_

Date & Time Needed: \_\_\_\_\_ M T W TH F

\_\_\_\_\_ **TYPING**

Special Instructions \_\_\_\_\_

\_\_\_\_\_ **COPIES**

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

\_\_\_\_\_ Collated \_\_\_\_\_ Stapled \_\_\_\_\_ 3-Hole punched \_\_\_\_\_ Transparency

\_\_\_\_\_ 1-sided \_\_\_\_\_ 1-2 sided \_\_\_\_\_ 2-2 sided (Everything except exams will be copied front to back)

Color: \_\_\_\_\_ Blue \_\_\_\_\_ Pink \_\_\_\_\_ Buff \_\_\_\_\_ Green

Special Instructions \_\_\_\_\_

\_\_\_\_\_ **PLACE ORDER** Account Name \_\_\_\_\_

\_\_\_\_\_ **TRAVEL REQUISITION**

\_\_\_\_\_ **MISCELLANEOUS**

**Faculty Secretary Work Order**

**TO:** *Fran Cordle/Amber Landis*

**FROM:** \_\_\_\_\_ **Your Copy Code** \_\_\_\_\_

Date & Time Submitted: \_\_\_\_\_

Date & Time Needed: \_\_\_\_\_ M T W TH F

\_\_\_\_\_ **TYPING**

Special Instructions \_\_\_\_\_

\_\_\_\_\_ **COPIES**

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

\_\_\_\_\_ Collated \_\_\_\_\_ Stapled \_\_\_\_\_ 3-Hole punched \_\_\_\_\_ Transparency

\_\_\_\_\_ 1-sided \_\_\_\_\_ 1-2 sided \_\_\_\_\_ 2-2 sided (Everything except exams will be copied front to back)

Color: \_\_\_\_\_ Blue \_\_\_\_\_ Pink \_\_\_\_\_ Buff \_\_\_\_\_ Green

Special Instructions \_\_\_\_\_

\_\_\_\_\_ **PLACE ORDER** Account Name \_\_\_\_\_

\_\_\_\_\_ **TRAVEL REQUISITION**

\_\_\_\_\_ **MISCELLANEOUS**