WORD PROCESSING, OCR & EVAL SCANNING

DATE:_____

REQUISITIONED BY: _____

EXT:_____   COURSE: _____

DATE REQUIRED: _____

❍Word Processing Request
  ☐Draft   ☐Edit

    ☐Copies after proofed _____ how many
    ❍plain **or** ❍3 hole; ❍staple ;
    ❍single sided **or** ❍back to back
    ❍colour _____

❍Scan (Evaluations)

❍Scan (OCR - text scanning)
    Save as ☐word document ☐excel document

❍Save request on disk I have provided
❍E-mail document to me as attachment

SPECIAL INSTRUCTIONS
_____

_____

_____

❍ Originals Returned   ❍ Originals Retained
_____Operator   _____ Date Completed
_____Pages   _____Approx. Time to Complete
_____Doc Name