DATE:____ DATE: _____ REQUISITIONED BY: _____ REQUISITIONED BY: ____ EXT:_____ COURSE: ____ EXT:_____ COURSE:____ DATE REQUIRED:____ DATE REQUIRED: **O**Word Processing Request **O**Word Processing Request □Edit □Draft □Draft □Edit □Copies after proofed _____ how many □Copies after proofed _____ how many Oplain or O3 hole; Ostaple; Oplain or O3 hole; Ostaple; Osingle sided **or** Oback to back Osingle sided **or** Oback to back Ocolour _____ Ocolour _____ OScan (Evaluations) OScan (Evaluations) OScan (OCR - text scanning) OScan (OCR - text scanning) Save as □word document □excel document Save as □word document □excel document OSave request on disk I have provided OSave request on disk I have provided **Q**E-mail document to me as attachment **Q**E-mail document to me as attachment SPECIAL INSTRUCTIONS SPECIAL INSTRUCTIONS O Originals Returned O Originals Retained O Originals Retained ____Operator ______ Date Completed ___Operator ______ Date Completed _____Pages Approx. Time to Complete _____Approx. Time to Complete ____Pages Doc Name Doc Name

WORD PROCESSING, OCR & EVAL SCANNING

WORD PROCESSING, OCR & EVAL SCANNING