

# PRODUCTION CENTER WORK ORDER

This form must be completed for all the materials to be copied by the Production Center.

Please fill out the form and attach a copy of the original to be copied.

Write *specific* instructions for the work needed. Hand-written material must be legible.

Date Needed: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

*(Please insert a specific date & time the work is needed.)*

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

Number of copies each: \_\_\_\_\_ Collate: \_\_\_\_\_ Staple: \_\_\_\_\_ Bind: \_\_\_\_\_

Colored Paper? Specify Color: \_\_\_\_\_

*(ALL copies will be made on WHITE paper unless another color is specified.)*

Please allow **2 to 3 working days** before the date needed for completion.

Allow at least **5 working days** for large jobs, such as handbooks or bound documents.

## INSTRUCTIONAL REQUESTS HAVE PRIORITY

\_\_\_\_\_  
*Date Requested*      *Requested By*      *Dept. Code to Chg.*      *Extension #*

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_