Copy and Scanning Work Request

***2 Day Notice REQUIRED***

Please fill out this request form and attach it to the material to be copied or scanned (exams, worksheets, book pages, documents, etc.) and place it in the work baskets in SS144, Cowden 118, or Payne 308.

Instructor:______________________________

Date Submitted:__________________________

Date Required:__________________________

[ ] Duplex (2-sided) [ ] Alternate Test Forms A & B
[ ] Staple [ ] 2 Different Colors for forms A & B
[ ] Colored Paper [ ] Insert Scantron Answer Sheets
[ ] Specific Colors______________________ [ ] Number Tests and Answer Sheets

# of Copies______

Extra Instructions: ________________________________________________________________
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