

**WORK ORDER REQUEST FORM  
DEPARTMENT OF ANTHROPOLOGY**

Date In \_\_\_\_\_

Date/Time Needed \_\_\_\_\_

Faculty \_\_\_\_\_

Course \_\_\_\_\_

Project \_\_\_\_\_

\_\_\_\_\_ Original pages provided

\_\_\_\_\_ Copies of each requested

\_\_\_\_\_ Plain paper

\_\_\_\_\_ Collate

\_\_\_\_\_ Colored paper

\_\_\_\_\_ Back to back

\_\_\_\_\_ 1<sup>st</sup> page only

\_\_\_\_\_ Staple

\_\_\_\_\_ all pages

Special instructions: \_\_\_\_\_  
\_\_\_\_\_

*(for office use only)*

**Pick-up Instructions:**

\_\_\_\_\_ By department (no need to call)

\_\_\_\_\_ Please call 753-1031 when completed

**Account No. 1221**

Taken to copy center by \_\_\_\_\_  
Initials / date

Job completed by \_\_\_\_\_  
Initials / date

**Completed Item Placed:**

Folder :

Mailbox :

Other : \_\_\_\_\_