The W.A. Franke College of Business

Work Request

Please submit at least 24 hours in advance.

We cannot guarantee completion of requests submitted with less than 24 hours notice.

Requirements:

___ Staple
___ Rubber band
___Paperclip
___ Single-sided
___ 3-hole paper
___ Colored paper
- ___Blue
- ___ Buff
- ___ Canary/Yellow
- ___ Golden Rod
- ___ Green
- ___ Ivory
- ___ Orchid
- ___ Pink
- ___ Salmon
- ___ Tan
- ___ Gray

Name: _____ **Current Date: _____**

Dept. and Course _____

****ALL WORK WILL BE BACK-TO-BACK UNLESS MARKED**
*****All work will be run on White paper unless marked**

Number of Original Pages: _____

Number of Copies Needed: _____

Date and Time Needed: _____

Special Instructions:

_____
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Copied By: _____ **Date: _____**