

# CLERICAL SERVICES REQUEST

ATTACH THIS SHEET TO YOUR WORK AND PLACE IN THE APPLICABLE REQUEST TRAY IN THE ADMINISTRATIVE OFFICE (5-018 SANGER HALL). YOUR WORK WILL BE PUT IN YOUR BOX WHEN FINISHED. (EXAMS WILL **NOT** BE PLACED IN BOXES) UNLESS YOU HAVE SPECIFIED ON THIS SHEET THAT YOU WISH TO BE CALLED/E-MAILED WHEN IT IS READY. (WE WILL NORMALLY DO THIS ONLY FOR DEADLINE MATERIALS).

**Individual Requesting:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Project/Course #:** \_\_\_\_\_ **Copy Code:** \_\_\_\_\_

**Deadline (Date Needed):** \_\_\_\_\_

**Please Call/E-mail When Ready (Phone Extension/E-mail Address):** \_\_\_\_\_

**No Deadline (Within 3 Days):** \_\_\_\_\_

**Priority:** PLEASE CHECK TYPE OF WORK SUBMITTED. THE ITEMS ARE LISTED IN ORDER OF PRIORITY. WORK WILL BE DONE IN THE ORDER GIVEN UNLESS SPECIAL CIRCUMSTANCES EXIST. IF YOU ARE REQUESTING THAT WORK BE COMPLETED OUT OF PRIORITY ORDER, PLEASE GIVE THE REASON FOR THE EXCEPTION BELOW.

**REASON:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Examination                                | <input type="checkbox"/> Lecture syllabi                           |
| <input type="checkbox"/> C.V. updates (unless special circumstance) | <input type="checkbox"/> Internal (on-campus) correspondence       |
| <input type="checkbox"/> Correspondence (external)                  | <input type="checkbox"/> Other dept. related items (specify below) |

## **COPYING (FILL IN AS APPLICABLE):**

\_\_\_\_\_ NUMBER OF PAGES TO BE COPIED  
\_\_\_\_\_ NUMBER OF COPIES  
\_\_\_\_\_ NUMBER OF PAGES TO BE SCANNED

## **SPECIAL INSTRUCTIONS (STAPLE, TWO-SIDED, E-MAILED, ETC):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INSTRUCTIONS FOR DISTRIBUTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **For Office Use Only**

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

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

Disk/Email: \_\_\_\_\_

Copy to Requestor: \_\_\_\_\_