

XEROX WORK REQUEST

LINDSEY HOPKINS TECHNICAL COLLEGE

A LEAD TIME OF 72 HOURS MUST BE GIVEN FOR DUPLICATION REQUESTS

DATE REQUESTED _____ NEEDED BY: _____

DEPT. _____ CLASS: _____

TITLE OF FORM _____

NO. OF SHEETS TO BE COPIED _____

NO. OF COPIES NEEDED OF EACH SHEET _____

LETTER SIZE _____ OR LEGAL SIZE _____

REDUCTION TO: LETTER SIZE _____ OR LEGAL SIZE _____

98% _____ 74% _____ 65% _____ REQUESTED BY _____

RUN: ONE SIDED _____ BACK AND FRONT _____ PHONE NUMBER _____

COLLATED _____ STAPLED _____ STACKED _____

SUPERVISOR'S NAME

DATE RECEIVED _____ DATE FINISHED _____

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