



Environmental, Design & Building Technologies

WORK REQUEST FORM

NAME: _____ DATE IN: _____

COURSE NUMBER: _____ DUE DATE: _____

WORK REQUESTS WILL BE FILLED MONDAY-THURSDAY - **3 DAY NOTICE REQUIRED.**

TYPE OF WORK

PAPER OPTION

SIDED OPTION

COLOR

TYPE

3 HOLE PUNCHED

1 TO 1 SIDED

BLUE

B & W COPY

COLLATE

1 TO 2 SIDED

GREEN

COLOR COPY

STAPLE

2 TO 2 SIDED

IVORY

OTHER

CUT 1/2

ORANGE

DISTRIBUTE

CUT 1/3

PINK

BURN TO DISC

CUT 1/4

PURPLE

WHITE

YELLOW

I WANT TO PROOFREAD BEFORE DUPLICATION / DISTRIBUTION

NUMBER OF COPIES: _____

SPECIAL INSTRUCTIONS: _____

COMPLETED BY: _____ DATE: _____

Note: U.S. Copyright law prohibits unauthorized reproduction of previously published material protected by copyright. All rights are reserved by the copyright holder. Thus, no part of any book or journal protected by a valid copyright may be reproduced, or transmitted in any means, electronic, mechanical, photocopying, recording or otherwise, without prior permission of the publisher.