

# FACULTY CLERICAL SERVICES WORK ORDER

(Please fill in as Completely as Possible)

(Turn in to Faculty Clerical Services in Holt 121C)

Turn around time varies, and all work will be completed on a first come, first served basis.

**Copyright standards strictly enforced.**

**209-954-5832 E-Mail: [facultyclericalservices@deltacollege.edu](mailto:facultyclericalservices@deltacollege.edu)**

Requested by: Today's Date: Date Needed: Hour Needed:

Phone Number: Division: E-mail:

Course Name and Number:

Title of Document:

Instructions:

Would you like this work to be completed on: Macintosh P.C.

8.5X11 8.5X14 11X17 Other:

---

## *COMPLETE THIS SECTION IF YOU WANT YOUR JOB DUPLICATED*

**QUANTITY:** \_\_\_\_\_

Collate and Staple 2 sided Three Hole Drill Letter fold Transparencies

Shrink Wrap Laminate Other:

### **PAPER CHOICE:**

Regular Card Stock 8.5X11 8.5X14 11X17

**Paper Color:**

**I would like to pick my work up at:** Publication Center Faculty Clerical Services

---

### **FOR OFFICE USE ONLY**

Start: End: #Pages Software:

Brought in: CD Zip Floppy Flashdrive

Taken in by: Proofed by: **Notified by :** **Date:** **Time:**

**Campus Mail Telephone E-Mail Voice Mail**

Approved by:

Pick up date:

Clear Form

Email Form