

University Center Sioux Falls Work order Slip

Name & School _____ Date _____

Copy Code _____ Course _____

Date Needed By _____ Time Needed By _____

Services:

- Copying _____ Number of Originals _____ Copies per Originals
- One Sided
 - Two Sided
 - Collate and Staple
 - Collating ONLY
 - No Collating Needed

Paper Size

- 8 1/2 x 11
- 8 1/2 x 14 (legal)

Special Instructions:

Completed by: _____ Date: _____

University Center Sioux Falls Work order Slip

Name & School _____ Date _____

Copy Code _____ Course _____

Date Needed By _____ Time Needed By _____

Services:

- Copying _____ Number of Originals _____ Copies per Originals
- One Sided
 - Two Sided
 - Collate and Staple
 - Collating ONLY
 - No Collating Needed

Paper Size

- 8 1/2 x 11
- 8 1/2 x 14 (legal)

Special Instructions:

Completed by: _____ Date: _____