UNM DEPARTMENT OF PSYCHOLOGY

COPY/SCAN JOB WORK ORDER

Although we do our best to accommodate rush jobs, **copy jobs require 24 hour notice for best results**. Rush orders CANNOT be guaranteed. Please Use One Work Order Per Copy Job.

Name: _____ Today's Date/Time: _____

Date Needed: _____ Time Needed: _____

E-mail - send files to psych@unm.edu. Include ALL instructions for your copy job (same as on this form) & attach Word or PDF files—more than one file? PLEASE be specific with instructions!

Type of Job Request:

☐**Scan Request:** Email PDF to: _____

Special/Additional Instructions: _____

☐**Copy Job Request:**

☐Classroom materials   Course Number: _____

    ☐Handout for class   OR   ☐Exam:

      Do you need scantron sheets? ☐Yes ☐No How Many? _____

☐Admin Staff Materials   ☐Advisement Materials

☐Research Lab Materials:

    Lab Name and Index #: _____

☐Research Grant Materials

    Grant Name and Index #:_____

Copy Job Details:

Number of copies needed: _____   Number of <u>pages</u> to be copied: _____

☐1-sided   ☐2-sided   ☐Staple   ☐Collate   ☐3-Hole Punch

Color: ☐White ☐Blue ☐Yellow ☐Goldenrod ☐Green ☐Ivory ☐Orchid ☐Pink ☐Salmon

Special/Additional Instructions: _____

_____