Name: ____________________  Department: ____________________

Today's date: ______________  Date/time needed: ______________
(1 business day min. / 2 business days min. for copies from books)

This order is: reading material ____  a worksheet____  a quiz____  an exam ____
(please check one; see note below)

Number of Copies: ____________  If from a book, page #s: ____________

Number of Originals: ____________  Are originals back to back?  Yes  No
(the number of pages submitted; already back to back = 2 pages)

Paper Color: (please choose one)
White    Yellow    Pink    Lilac    Salmon    Goldenrod
Blue     Green     Turquoise    Ivory    Gray

Finishing: Collate _____  Staple _____  3-hole punch _____

Special Instructions:

NOTE: Reading materials may not exceed 6 single pages (originals already back to back = 2 single pages) and will automatically be copied back to back. Class notes/outlines, study guides, PowerPoint slides, etc., fall into this category. Reading materials longer than 6 single pages should be placed on Blackboard. Worksheets are pages to be completed by students; they must have more than one question/problem, etc., per set or else will be treated as readings. Worksheets, quizzes, and exams may be single-sided copies; please note in Special Instructions.