

Communications Center Work Order Form

Copyright Compliance Statement/Resource Conservation

I have searched for an accessible online format and determined that this information is unavailable electronically (free or otherwise).

Initial Here: _____

This service is for...

NCSSM Business Personal Use Other

Name: _____

Department: _____ Phone #: _____

Account Code #: _____

Job Information

Today's Date: _____ Today's Time: _____ (am/pm)

of Originals: _____ # of Copies To Be Made: _____

***Test or confidential:** Give directly to the Communications Center Technician or slip under the closed, locked, inner office door.

Turn-around Time

1-750 pages..... 1 Business Day
750-5,000 pages 2 Business Days
5,000+ pages..... 3 Business Days
Collating, Binding, and Inserts..... 1 Extra Business Day

*Turn-around time may be set on a case-by-case basis, which will be determined by the number and size of the originals.

Date

Time

Would like by: _____ (am/pm)

Must have by: _____ (am/pm)

Promised by: _____ (am/pm)

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