College of DuPage
Staff Services Work Order

Ordered By: 2  
(Please Print Clearly)
Phone Ext. 6  
(Example: Syllabus)

Description of work:  
(COPYRIGHT STATEMENT) The undersigned warrants that the reproduction of the materials furnished in connection with this work order (i) are original works, (ii) are in public domain [i.e. not copyrighted or copyright has expired], (iii) constitute fair use [for educational purposes as defined in Section 107 of the Copyright Revision Act of 1976], or (iv) that the necessary copyright permissions for this material have been obtained. Compliance with copyright law and obtaining copyright permissions remains the responsibility of each individual.

Signature 13

Copy Center  
Copies Wanted: 9  
(Count Both Sides)
Number of Pages: 10  
(Copies wanted X # of Pages)

Total Copies: 11  
(Required on orders totaling over 2,000 copies)

Authorized Budget Signature: 5

To conserve paper, all orders are copied back to back.

[Check boxes for selections]
- One sided
- Uncollated
- Collate Only
- Collate/Stamp
- Collate/Stamp per clips
- # of clips
- Reduce/Enlarge
- Size

Binding:
- Thermal
- Velo
- Spiral

Specialty Paper
- Paper provided
- Astrobrile Paper
- Letterhead
- 2nd Sheet

White Paper
- 8 1/2 X 11
- 8 1/2 X 14
- 11 X 17

Color Paper
- Blue
- Ivory
- Pink
- Salmon
- Green
- Yellow
- Goldenrod

NCR (Carbonless)
- 2 part
- 3 part
- 4 part
- 5 part

Index Paper
- White
- Green
- Yellow
- Ivory
- Pink
- Blue

Tab sets (5 per set)

Delivery:
- OCC
- Mail
- Warehouse

Special Instructions: 18

Date completed:  
Total Charges:  

Take last copy. Must be presented when claiming order.

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