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)

(Continued on next page)
Notification and Delivery
When job is complete, ... (select one from each column)

☐ Telephone me. ☐ I will pick it up in the Communications Center.
☐ Email me. ☐ Place it in my mailbox.

Paper
☐ Full Sheet (8.5x11”) Color: _________________________
☐ Half Sheet (5.5x8.5”) Color: _________________________
☐ Legal Sheet (8.5x14”) Color: _________________________
☐ Double Sheet (11x17”) Color: _________________________
☐ Card Stock (8.5x11”) Color: _________________________
☐ Transparency (8.5x11”)

Xerography
☐ Single-sided
☐ Double-sided
☐ Reduce/Enlarge
☐ Other

Finishing
☐ Stapled
☐ 3-hole punched
☐ Binding
☐ Collated
☐ Cutting/Trimming
☐ Drilled (stacks of paper to be punched)
☐ Pads (of _________ sheets each)

Services
☐ Fax to #: (______) ______ - __________
☐ Scan to file (select one): black and white _____ color ______
☐ *Poster or Banner Printing: _________________________________
☐ *Lamination: ____________________________________________
☐ *Dry Mounting (24x36” maximum): __________________________

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