CAS Copy Work Order\*

Name:

Department:

Date/time needed:

Type of copies (i.e., readings, worksheets, quiz/exam):

Number of copies:

Paper color:

Finishing (i.e., collate, staple, 3-hole punch):

\*If sending multiple files, please provide the above information for each file name

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**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 above.

Paper colors

White Pink Lilac Salmon Goldenrod

Blue Green Ivory Gray Yellow