**MSE Faculty Service Request Form**

*Please fill out a separate form for each request. (Please allow 24 hours for completion of job.)*

Name:

Phone: Email:

Date: Desired Date/Time:

**Job Instructions**

**Copies**

No. of Originals/Pages No. of Copies

Size

 1-sided 2-sided White paper

 Color paper Staple Labels

 3-hole Spiral bind Stacked

 Others (specify)

**Scanning**

No. of Originals/Pages

Deliver via Email Flash-drive Other

**Shredding**

**Faxing**

No. of Originals/Pages Fax Number

**Flyers**

Size Color Design Help?

**Making PDF Documents**

Instructions:

**Mailing /Fed Ex**

Mail to: Required Date: FRS#:

**Special Instructions (Specify)**