

**Department of Chemistry and Biochemistry  
Work Request Form**

Name: \_\_\_\_\_

(If you are a student, you must have approval from your advisor if using their Access Code or Fund #)

Date Submitted: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Required: \_\_\_\_\_

(Requests must be made 1 business day in advance. Longer and more detailed requests must be given additional time to complete.)

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Finishing:  Collate  Staple  3-Hole Punch  
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Color of paper: \_\_\_\_\_

**Access Code:**

\_\_\_\_\_  
**Advisor Initials:**

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**Faxing:** (Please make sure a completed cover sheet is attached)

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**Other:**

**Additional comments or instructions:**

**DELIVERY:**

- Please place in my mailbox.  
 I will pick up job at your office (please call me when job is completed).

**The requestor warrants that permission to duplicate  
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**\*\*Note: Completed form should be placed in the receptionist inbox in GSRC 113.\*\***