

# Clerical Request Form

*Clerical requests are completed within **three** days!*

*All other requests, allow **3-5 days minimum**.*

Name of Requester: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Copier # of originals \_\_\_\_\_ Requested # of copies \_\_\_\_\_ Paper Color \_\_\_\_\_

*Please note: all copier requests will be printed back to back unless otherwise stated.*

\_\_\_\_\_  
\_\_\_\_\_

Hand Deliver (*attach material*)

To: \_\_\_\_\_

Pick Up

What: \_\_\_\_\_

From: \_\_\_\_\_

Office Supplies

*Please list. If items are not in stock, please allow 4-5 weeks for ordering and delivery.*

\_\_\_\_\_  
\_\_\_\_\_

Repair Request

*Please explain in as much detail (i.e telephone, computer, error message)*

\_\_\_\_\_  
\_\_\_\_\_

Other Request

\_\_\_\_\_  
\_\_\_\_\_

Office Use Only:

Date of Completion \_\_\_\_\_

Completed By \_\_\_\_\_