

DOCU-CENTER

RECEIVED: _____

Signature and Date _____

| | | | | | |
|------------------------------|------------|---|------|----------------|-------------------|
| NAME | BUDGET NO. | ROOM | EXT. | DATE SUBMITTED | DATE ORDER NEEDED |
| TITLE OR DESCRIPTION OF WORK | | <input type="checkbox"/> EXAM EXAMS MUST BE HAND DELIVERED AND PICKED UP BY FACULTY OR STAFF ONLY! | | | |

PRINTING INSTRUCTIONS

| | | | |
|-------------------------------------|-------------------------------|------------------------------------|--|
| NUMBER OF ORIGINALS SUBMITTED _____ | COPIES OF EACH REQUIRED _____ | ALL STAPLES MUST BE REMOVED | All materials will be printed on front and back unless otherwise specified |
|-------------------------------------|-------------------------------|------------------------------------|--|

PAPER SPECIFICATIONS/BINDERY INSTRUCTIONS

| | | |
|---------------------------------------|--|--|
| SIZE — 8½X11 (STANDARD) — 11X17 | TYPE OF PAPER: (CIRCLE ONE) REGULAR BOND OR CARD STOCK COLORS: WHITE GREEN YELLOW BLUE PINK GOLDENROD BUFF OTHER _____ | BINDING: COLLATE _____ FOLD _____ STAPLE _____ CUT _____ |
| | We reserve the right to substitute color depending on inventory. If no substitution is allowed please mark. _____ DO NOT SUBSTITUTE COLOR | Check with printing to see what colors are in stock. |

FAIR USE CERTIFICATION

I certify that I have and am familiar with the Copyright Act, have considered the factors contained therein and believe that the above work is considered "fair use". I further certify in support of my belief that: (1.) I am making this request for a non-profit educational purpose. (2.) I am requesting no more than one copy for each student in my course. (3.) The copyrighted work is not a consumable work. (4.) Reprints are not available from the publisher. (5.) The requested reproduction is not likely to have a significant adverse effect on the potential market for or value of the copyright work. (6.) Included is a notice of copyright permission from the publisher if necessary.

Faculty/Administrator Signature _____