



# Document Services Department - Work Order Form

Willcox Hall, Plv.- ext 33982

Aloysia Hall, WP - ext 44055  
Graduate Ctr., WP - ext 44313

Pace Plaza, NY - ext 11328  
Park Row, NY - ext 11251



<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Index number</b>	<b>Run Quantity</b>	<b>Date Submitted</b>

Project Name:  Date Needed:

Department Name:  Telephone No.

Name:  Dept. approval

Deliver To:  Room no.  Campus

**Copying Instructions:** As part of Pace's commitment to sustainable practices, we default print option to **2 sided** if not specified.

Number of Originals:   Print 1 sided  Print 2 sided  Print "as is"  Black ink  Full Color

Paper Color:   8 1/2 x 11  8 1/2 x 14  11 x 17  12 x 18 other

Finishing instructions:  Collate  Staple  Fold  Bind  Laminate  Cut

**Scanning Instructions:** Documents are imaged and saved in an electronic format for remote access, file sharing and archiving

Number of Documents:   Save as a PDF file  Save as a Tiff file

File Upload Location:  CD Email:  Other:

*For Document Svcs use only*

*Work Order Number*

*Total Charge*

*Imaging Cost*

*Paper / CD Cost*

*Finishing Cost*

*Total Images Captured*

**Your feedback is important in evaluating and enhancing our services. Please send your comments to [DSDFeedback@pace.edu](mailto:DSDFeedback@pace.edu)**

Additional Information: