**Spears School of Business, Duplicating Services – SSBDuplicating@okstate.edu**

Job # \_\_\_\_\_\_\_\_\_\_

**Office Use Only**

Job Done by: \_\_\_\_\_\_\_\_\_\_\_Duplicating Charge: $\_\_\_\_\_\_\_\_\_\_ (cost/copy) Padding Charge: $\_\_\_\_\_\_\_\_\_\_ (glue)

 Paper Charge: $\_\_\_\_\_\_\_\_\_\_ (special, etc. Other Charge: $\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Binding Charge: $\_\_\_\_\_\_\_\_\_\_ (binding supplies)

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total Charge: $\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Which type of job is this?**  **Not Exam** | *To authorize GTA to pick up exams, enter name under “special instructions.”*  |
| Billing: OSU-Stillwater (INF)If charged to “other/account #”: **Enter text or account #** | Date Sent: **Enter date here**Date Due: **Enter date here**Time Due: **Enter time** | *Program ID (for your reference):****Click here to enter Program ID*** |
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