

Academic Technology Resource Center

Work Order Form

Date: _____ Request Completion Date: _____

Name: _____ Phone: _____

Email: _____

Course ID: _____

Course Name: _____

Work order complies with the "fair-use" (TEACH Act) of copyrighted material. YES NO

(For references, refer to <http://fresnostate.edu/academics/cfe/resources/copyright.html>)

SERVICES REQUESTED: (Please check all that apply)

<input type="checkbox"/>	Document Scan (OCR, PDF, JPG, PNG)	<input type="checkbox"/>	Bb Course Content Manipulation
<input type="checkbox"/>	Image Scan (JPG, PNG, GIF)	<input type="checkbox"/>	Exam / Quiz Generation
<input type="checkbox"/>	Media Content Creation	<input type="checkbox"/>	Other:

List items and description of work order:

UPON COMPLETION:

Upload to Bb Course

Return via Mail Stop

Email to Notify Instructor

Shred / Destroy

Call to Notify Instructor

Save to External Device

Completed Work Approved / Picked Up: _____ Date: _____

– RESOURCE CENTER USE ONLY –

By:	Status:	Date:

Completed By: _____ Duration: _____

Completed Date: _____

Notified Date: _____

Email: _____ Phone: _____