Print Form

Department of Psychology
JOB REQUEST FORM

Tel: 474-9338 **FAX:** 474-7599

(Under normal circumstances, a turnaround time of three (3) working days is required for completion of a job. Separate sheet required for each course)

Submission Date: _____ **DATE REQUIRED:** _____

Requested By: _____

Course#: _____ **Phone:** _____

Total # of copies: _____

Paper Type/Size:

Letter (8.5 x 11) ☐

Legal (8.5 x 14) ☐ (white paper ONLY)

# of Copies/Colour:

White: _____ Yellow: _____

Blue: _____ Green: _____

Pink: _____

Copying Options (for more than one page)

Default Double-sided: ☒ Stapled: ☐

3 hole punched ☐

*To save paper, we are now only offering 'double-sided copying for documents larger than one page.

IBM Answer Sheets:

of 5 Answer _____

Pencils

How Many? (Packs of 25) _____

(Must be returned after test/exam)

Additional instructions or notes:

FOR OFFICE USE ONLY

DATE/TIME COMPLETED: _____ COMPLETED BY: _____

Remit requests by email @ psychjob@umanitoba.ca

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