

LOG NUMBER \_\_\_\_\_ FAS member assigned \_\_\_\_\_ Date Required \_\_\_\_\_

## FACULTY/ADMINISTRATIVE SUPPORT (FAS) JOB ORDER

### STANDARD GUIDELINES:

- **Projects are completed by priority;** please remember to include \*date and time required.
- Projects large in quantity, special, or lengthy need to be **prearranged**.

Bulk Mailing ..... Five Working Days (*Contact FAS prior to beginning project*)  
 Letter Merge ..... Five Working Days  
 Publishing ..... Five Working Days (*Includes creating forms, brochures, flyers, etc.*)  
 Labels Request ..... Five Working Days (Names/Addresses from SIS)  
 ..... One to Two Working Days (Non-SIS lists)

#### Word Processing:

##### Traditional Classes

Midterm/Final ..... Five Working Days  
 Test (4+ pages) ..... Five Working Days  
 Quiz/Text (1-3 pages) ..... Three Working Days  
 Short memo/Letter ..... One Day (24 hours)

##### Distance Education Classes

Midterm / Final, Tests, Quizzes  
 Allow a minimum of five working days before posting onto Blackboard.

▶ REQUESTED BY \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

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Name \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY ORIGINATOR

(For FAS Office Use Only)

\_\_\_\_\_ am / pm\*  
 Date Submitted \_\_\_\_\_ \*Date Required \_\_\_\_\_

New Job  Revision

Date Assigned \_\_\_\_\_ Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_ FAS Initial \_\_\_\_\_

Document Name \_\_\_\_\_

DOCUMENT SPECIFICS: **Copies will be DUPLEXED (back to front) unless otherwise marked.**

COPIES: \_\_\_\_\_ # COPIES  COLLATED  STAPLED  SINGLE SIDED

COLOR COPIES  3-HOLE PUNCHED  FOLDED  SPIRAL BOUND

PAPER:  PLAIN PAPER  LETTERHEAD  SPECIAL (provided by originator) \_\_\_\_\_

including:  ADDRESSED ENVELOPES  ENVELOPES ONLY  LABELS ONLY

DOCUMENT PROCESSING REQUEST: \_\_\_\_\_

SPACING: SINGLE \_\_\_\_\_ DOUBLE \_\_\_\_\_

(i.e. create syllabus, test, quiz, etc.)

### ADDITIONAL INSTRUCTIONS: