

# Document Request

**(Required fields in red)**

(Form Revised 25 August 2011)

**\*For books, unless requested otherwise, scan will include title page and endnotes (if applicable) for each document.**

## REQUESTOR

Name \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Due \_\_\_\_\_

## DOCUMENT

Author or title: \_\_\_\_\_

Page or chapter selections: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All pages in one document OR  Separate docs. for different sections

## SCANNING

eMail File to: \_\_\_\_\_

## PHOTO COPIES

Number of Copies \_\_\_\_\_

Stapled

Double-sided

Single-sided

## NOTES:

Done: Date: \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_ Title: \_\_\_\_\_ Sent to: \_\_\_\_\_

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