

# BOWDOIN COLLEGE

## COPY CENTER WORK ORDER

Printed Name \_\_\_\_\_

Project Number \_\_\_\_\_

Completion Date \_\_\_\_\_

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

*Two sided copying should be used whenever possible to save paper!*

Colored

NOT Colored

Stapled

NOT Stapled

Folded

Cut (size: \_\_\_\_\_)

Special Copy Instructions: \_\_\_\_\_

### Warning Concerning Copyright Restrictions

The Doctrine of "Fair Use" under the U.S. copyright law in limited situations permits the use of a copyrighted work, including reproducing portions of that work, without the copyright owner's permission. See the guidelines on the reverse side to determine if copyright permission is needed. If the materials need copyright permission, contact the publisher, copyright holder, or a copyright permissions company (i.e. Copyright Clearance Center).

The Copy Center assumes that all materials accompanying a signed work order have either been printed, permission to photocopy by the copyright holder, or does not need permission. The Copy Center does not determine if copyright permission is needed, obtain copyright permission, or verify the permission has been granted.

### DELIVERY INSTRUCTIONS

Return via campus mail

Call when ready

Will pick up (time: \_\_\_\_\_)

Distribute via campus mail