

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, www.copyright.com).

The Copy Center assumes that all materials accompanying a copy work order have either been granted 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 that the permission has been granted.

DELIVERY INSTRUCTIONS

Return via campus mail

Call when ready

Will pick up (time: _____)

Distribute in campus mail