

## WORD PROCESSING REQUEST

Date in	Date requested	<input type="checkbox"/> <b>Rush</b>
Originator name	Bureau	Telephone
Name of document		

**SPECIAL INSTRUCTIONS:**

E-mail file (supply name of document above)      E-mail to:

Print only (supply name of document above):

Entire file       Page numbers:

Find:

Replace with:

Find:

Replace with:

**OTHER:**

**POLICY ANALYSIS USE ONLY**

Date completed	Completed by
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File names

Category	Type	
<input type="checkbox"/> Minor (0 to 2 hours)	<input type="checkbox"/> Revision (R)	<input type="checkbox"/> Form (F)
<input type="checkbox"/> Medium (2 to 4 hours)	<input type="checkbox"/> Reformat (RF)	<input type="checkbox"/> Word Template (FT)
<input type="checkbox"/> Major (4 hours to 2 days)	<input type="checkbox"/> PDF	<input type="checkbox"/> Macros (FTM)
<input type="checkbox"/> Massive (2+ days)	<input type="checkbox"/> Complete (PDF-C)	<input type="checkbox"/> FileNet (FN)
	<input type="checkbox"/> Inserts (PDF-I)	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Scan (S)	_____