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**AFRICAN STUDIES WORK ORDER REQUEST FORM**

Name: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Request:

Date and Time needed (be specific, do not put **ASAP**): Some jobs can take up to two weeks for processing.\*

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List any details to assist in the processing of your job and/or images for flyer/slide related requests. Please make sure to attach images if requesting flyers, social media posts, etc. to

*\*At least one week notice should be given for any request. Thank you.*