

Non-Law Library Materials*

Request Number: _____

Time Received: _____

Date Received: _____

Time Completed: _____

PLEASE COMPLETE ONE FORM FOR EACH REQUEST

ACCOUNT NUMBER:

NAME _____ CLIENT REFERENCE NUMBER _____

COMPANY OR FIRM NAME _____

AUTHOR _____ CALL NUMBER _____

TITLE (or name of case) _____

COMPLETE CITATION (Include volume, name of journal or reporter, pages to be copied and date) _____

LIBRARY(IES) _____

CHECK ALL THAT APPLY

Instructions:

- Regular Request (\$12.50 administrative fee per item + \$0.25/page for paper copies; \$0.75/page for microform or fax).
- Rush Request ‡ (\$25.00 administrative fee per item + per page charges).

Method of Delivery:

- Mail (\$1.00 per item)
- Express Mail—Carrier: _____
Charge to Account: _____
- Hold for Pick-up (No Charge)
- Fax (see per page charges above)
- Web Delivery (No charge): E-mail address required for notification: _____

Special Services:

- Verification Service (\$5.00 fee minimum; \$5.00 per quarter hour)

*Available only during regular hours of service.

‡May be requested in person or by telephone only.

SALES TAX WILL BE COLLECTED ON COPY ORDERS AS APPLICABLE.

This Section for Office Use Only:

Administrative Fee	
_____ pp. @ \$. _____	
Subtotal	
Sales Tax	
Mail Charge	
Verification Fee	
TOTAL	

U C L A W E X P R E S S
Registered User Request Form