Flinders University of South Australia
School of Nursing & Midwifery

WORK REQUEST FORM

For prompt service, please assist the administrative staff by:
• Giving clear instructions
• Clearly writing drafts in pen (not pencil)
• Marking any corrections in red pen
• Allowing a three day turn-around for all work

Staff Member Requesting Work: .................................................................
Submission Date: ................................................... Date Required: ..........................................................

☐ SCHOOL WORK REQUEST

Topic ID: ........................................................
Document Title: ...........................................................................................................................

Action Required:  Photocopying  No of copies: ........................................
Typing  
Mail out  
Other  Please specify: .................................................................

☐ RESEARCH HUB WORK REQUEST

Action Required:  Literature Search  Review Grant/Scholarship Application  
Literature Retrieval  Review Ethics Application  
Manuscript Preparation  
Other  Please specify: .................................................................

Is this research funded? YES / NO  If Yes, name of funding body: .................................................................

ALL WORK REQUEST INSTRUCTIONS: (eg items attached – disk or hard copies etc, distribution)

ADMIN STAFF COMMENTS/ACTION:

Office Use Only:
Work done by:  Time taken:  Checked: