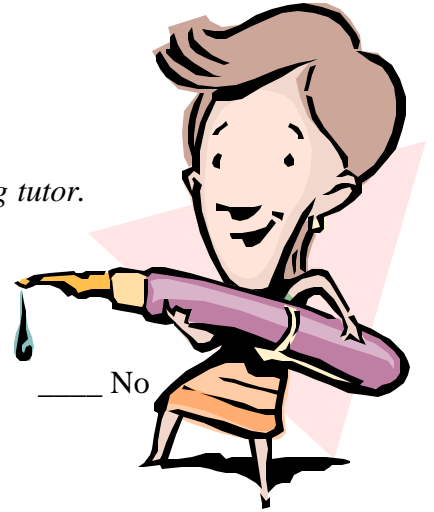


# Distance Tutor: Writing



Please fill out and fax or email this form when sending your work to the writing tutor.

Name \_\_\_\_\_

FAX \_\_\_\_\_

Phone \_\_\_\_\_ Do you want us to call you?  Yes  No

Email Address \_\_\_\_\_

Instructor \_\_\_\_\_

Class \_\_\_\_\_

Date/Time you need your paper back \_\_\_\_\_

## ASSIGNMENT REQUIREMENTS

Please let us know what your instructor expects of you pertaining to this paper. If your instructor has provided a handout that includes the paper's requirements, you may send that in lieu of filling out this section.

Minimum length \_\_\_\_\_

Topic \_\_\_\_\_

Formatting requirements (*single space, double space, margins, etc.*) \_\_\_\_\_

## THE SPECIFICS

Please let us know of any specific details and/or writing problems you want us to help you with:

---

---

---

---

---

---

---

This form can be filled out on-line in Acrobat Reader then printed out for faxing or attached to your e-mail message along with your paper. Be sure to "save" it before printing or e-mailing it.

**FAX:** 1-800-478-3552

**E-MAIL:** Brooke.Schafer@uas.alaska.edu

