

**WASHINGTON COLLEGE
CENTRAL SERVICES
Print Job Request Form - DEPARTMENTAL**

*****Please allow at least one full working day for these print jobs
You will receive an email from central_services@washcoll.edu
when the print job is ready for pickup**

***** All print request must be submitted in final PDF version, we do "not" edit
The PDF MUST be in the size that you want the print job
Sizes we offer: 8.5 x 11 / 8.5 x 14 / 11 x 17**

***** We do not cut print jobs that include more than one item on the page,
that must be done by the department after we print the job**

Today's Date: _____ **Date Needed:** _____

Number of copies needed: _____

SIZE of Paper: _____

Color of Paper: _____

Weight of Paper, please check one:

Regular _____ Cardstock _____

Please check one for your choice of Print:

Black and White: _____ Color: _____

Please check all options that apply to your print job request:

Collate: _____

Staple: _____

One Sided: _____ Two Sided: _____

Special Instructions:

Your Name: _____

Department Name: _____

Your Phone Number: _____

Department Code to Charge to: _____

Please try to save paper and allow jobs to be printed two-sided