

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