

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

***** Please allow at least one full working day for any print job**

**You will receive and email from central_services@washcoll.edu
when the job is ready for pick up.**

***** All requests must be in their final PDF or Canva version, we do not edit.**

The final file must be in the size you want printed.

Sizes offered are 8.5x11, 8.5x14, 11x17, 12x18, 13x19

We do not cut jobs larger then 20 pages

If a special color or type of paper is needed please allow 7-10 business days for it to be ordered.

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

Number of Copies: _____

SIZE of Paper : _____

Color of Paper : _____

Weight of paper, please check one:

Regular _____ Cardstock _____ Gloss _____ Heavy 80/90 _____

Photo _____ **Please note Photo Paper is only available in 8.5x11**

******12x18 and 13x19 is only available in regular or 80/90******

Please check all options that apply to this job

Collate: _____ Staple: _____

One sided _____ Two sided _____

Special Instructions:

Your Name: _____

Department name: _____

Your Phone/Extension Number : _____

Department Code to charge to: _____

If you want to see what your request looks like on the new sizes and paper please send it over for a test.