

**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: \_\_\_\_\_

**Orientation - please check one:**

Portrait: \_\_\_\_\_ Landscape: \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**DEPARTMENT NAME to Match Code Below:** \_\_\_\_\_

**Your Phone Number:** \_\_\_\_\_

**Department Code to Charge to:** \_\_\_\_\_

**Please try to save paper and allow jobs to be printed two-sided  
Please allow at least a full 24 hour business day/period for all print jobs to be completed**