

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

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

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

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 Cards: _____

Choice of ink B&W : _____ **Color :** _____

Please note all requests must be prepared by Jennifer Quinn

Special Instructions:

Your Name: _____

Department name: _____

Your Phone/Extension Number : _____

Department Code to charge to: _____