

**WASHINGTON COLLEGE
CENTRAL SERVICES
Extras Form - DEPARTMENTAL**

***** Please allow at least 24 hours for any extras task.**

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

Binding is the only Extra with a cost.

Binding widths offered are up to 300 regular pages in 8.5 x 11

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

Today's Date: _____ Date Needed: _____

Number of Copies: _____

Type of Job Please check all options that apply to this job

Cut: _____ Fold: _____ Type of fold _____

Binding _____ Binding color: _____ Pages per binding: _____

Special Instructions:

Your Name: _____

Department name: _____

Your Phone/Extension Number : _____

Department Code to charge to: _____