

**WASHINGTON COLLEGE
CENTRAL SERVICES
Wide Format Request Form - DEPARTMENTAL**

***** Please allow at least 1 – 4 weeks for any plotter printer job.**

Jobs that require grommets and stitching will take extra time for that to be outsourced.

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

***** All requests must be in their final plotter printer version, we do not edit.*****

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

Sizes offered are 24", 36", 44" 60" widths, length to your specifications

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

Any special type of hardware needed, please allow 7 – 10 business days for it to be ordered.

Today's Date: _____

Date Needed: _____

Number of Copies: _____

SIZE of Print Job : _____

Type of Media : _____

Please check all options that apply to this job

Stitch finish: _____ Grommet: _____ Hardware – specify in notes _____

One sided _____

Prices vary based on size, color, media, and finishing.

There will be an extra fee attached to any job requested as a rush

Special Instructions:

Your Name: _____

Department name: _____

Your Phone/Extension Number : _____

Department Code to charge to: _____