

**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](mailto:central_services@washcoll.edu) when the job is ready.**

**\*\*\* 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**

**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 :** \_\_\_\_\_ **Choice of ink B&W :** \_\_\_\_\_ **Color :** \_\_\_\_\_

**Weight of paper, please check one:**

Regular \_\_\_\_\_ Cardstock \_\_\_\_\_ Gloss \_\_\_\_\_ Heavy 80/90 \_\_\_\_\_ 25% Cotton LH \_\_\_\_\_

Photo \_\_\_\_\_ **Please note Photo Paper & Cotton Letterhead are 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: \_\_\_\_\_ Hole Punched: \_\_\_\_\_

Cut: \_\_\_\_\_ Folded: \_\_\_\_\_ Bound + color : \_\_\_\_\_

One sided \_\_\_\_\_ Two sided \_\_\_\_\_

**Special Instructions, please specify types of fold and or cut:**

\_\_\_\_\_  
\_\_\_\_\_

**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.**