

Print Services is committed to providing quality service, and as such, operates with a 24hr policy. We process print jobs in the order in which they are received, and will notify you via email or over the phone when they are ready for pickup.

Print Services Request	
Name: _____ Date of request: _____	<i>For CougarNet use only</i> Employee initials: _____
Request type: <input type="checkbox"/> Document print <input type="checkbox"/> Copy <input type="checkbox"/> Scan and send (provide USB or email below)  Number of copies: _____ <i>Specify document name(s) or page number(s) below.</i>	Source: <input type="checkbox"/> Email <input type="checkbox"/> Hard copy <input type="checkbox"/> Other (USB, SD, etc.)  _____ x _____ x _____ = docs            pgs.            copies Total: _____
<input type="checkbox"/> Black & white <input type="checkbox"/> Full color	<input type="checkbox"/> Toner/ink
<input type="checkbox"/> Single-sided <input type="checkbox"/> Double-sided	<input type="checkbox"/> Duplex
<input type="checkbox"/> Stapled <input type="checkbox"/> Hole punch # _____	<input type="checkbox"/> Finishing
<input type="checkbox"/> Regular weight <input type="checkbox"/> Cardstock	<input type="checkbox"/> Weight
<input type="checkbox"/> Letter (8½" x 11") <input type="checkbox"/> Legal (8½" x 14") <input type="checkbox"/> Tabloid (11" x 17") <input type="checkbox"/> Poster print _____ x _____	<input type="checkbox"/> Size
Additional instructions (paper color, NCR, booklet, folding, cerlox, cutting, etc.)          	
How should this be billed? <input type="checkbox"/> To account Dept. billing code/username: _____	<input type="checkbox"/> Cash or check at pickup  Amount owed: \$ _____ or <input type="checkbox"/> Billed to account Date: _____
Contact preference: <input type="checkbox"/> Email: _____ <input type="checkbox"/> Phone: _____	<input type="checkbox"/> Notified client <i>File with completed job and source material(s) under client's last name.</i>