

# Wilson College Print Request Form

*Each original needs to be camera ready on white paper. Please include a sample of the finished product on jobs with special instructions.*

Date of request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Accounting Information (all information must be filled out to complete print job)

Charge to Account Number: \_\_\_\_\_ Requested by: \_\_\_\_\_

Department Name: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

PRINTING: # of Originals Provided \_\_\_\_\_ # of Copies Requested: \_\_\_\_\_  
(an original is a printed side)

## CHECK THE OPTIONS BELOW THAT APPLY TO YOUR PRINTING JOB

1) Black Ink on White Paper  Black Ink on Color Paper  Color Ink on White Paper

2) **Paper Color if applicable:** Ivory  Buff  Tan  Gray  Cherry   
Pink  Blue  Orchid  Green  Canary  Goldenrod  Salmon

3) **Paper Size:** 8 1/2 x 11  8 1/2 x 14 (limited colors)   
11 x 17 (provided by you)  Card Stock (provided by you)

4) **Special Instructions:** Duplex  Staple  Collate  Punched  Bound  Laminating   
Fold: Bifold  Letter  Paper Cutting

5) Additional Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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For Office Use:

Date Completed: \_\_\_\_\_ Books Bound: \_\_\_\_\_ Clear Covers: \_\_\_\_\_

Black Ink: \_\_\_\_\_ Color Copies: \_\_\_\_\_ Laminating: \_\_\_\_\_

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