

PRINTING REQUEST

Wilkes Community College

NAME _____

Description of Job _____

DIVISION _____ PHONE _____

of COPIES _____ # of ORIGINALS _____

DATE NEEDED (No ASAP's) _____

INITIALS (for emergency and rush jobs) _____
(Chairperson/Department Head only)

REGULAR MAIL DELIVERY

HOLD FOR PICK-UP/CALL

PAPER

- _____ 8 1/2 x 11 (Letter)
- _____ 8 1/2 x 14 (Legal)
- _____ 11 x 17 (Ledger)
- _____ Covers
- _____ 2-part Carbonless Paper
- _____ 3-part Carbonless Paper
- _____ 4-part Carbonless Paper
- _____ Cards
- _____ WCC Letterhead
- _____ WCC Business Cards
- _____ Colored Paper
- _____ Specialty Paper
- _____ Transparencies

FINISHING

- _____ Spiral Bind
- _____ Thermal Bind
- _____ Pad
- _____ Collate
- _____ Corner Staple
- _____ Side Staples
- _____ Booklet Staple
- _____ Paper Clip
- _____ 3 Hole Punch
- _____ Cut to: _____
- _____ Fold _____
- _____ Laminate

NOTICE
 An original copy of printable quality must be submitted to the printer ready for printing **2 working days** prior to the delivery date. More lengthy projects should be submitted **5 working days** in advance.

OTHER INSTRUCTIONS: _____

THIS SECTION, COMPLETE WITH SIGNATURE, MUST BE COMPLETED BEFORE JOB CAN BE PROCESSED:

1. Are some or all of your materials copyrighted? ___yes ___no
2. If yes, have you obtained permission to use the copyrighted material(s)?
 ___ yes ___no
3. If yes, is permission attached? ___yes ___no
(If no is checked, materials will not be printed until permission is included with form.)

SIGNATURE _____

(The above signature assumes all responsibility for any copyright infringement.)

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