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