Online Ordering Site: **printservices.cscc.edu**
Department Site: **cscc.edu/about/printservices**

COLUMBUS STATE
COMMUNITY COLLEGE

Print Services
Request Form

Color Prints
colorprints@cscc.edu • 287-5652

B&W Prints
bwprints@cscc.edu • 287-5189

Job Name/Description: _____

DATE

Date Submitted _____

Date Due _____ Time Due _____
** Please allow 3 business days.*

☐ **RUSH** Checking here indicates that you have permission from your Admin/Department Head to process this request as a "Rush" order needed within 24 hours.

ACCOUNT INFO

Name _____

Department _____

Email _____ Phone _____

Cost Center _____ *(Required)*

Spend Category _____ *(Required)*

Grant Project ID _____ *(Required for Grants)*

ORDER DETAILS

☐ B&W Prints ☐ Color Prints Number of copies _____ **x** Number of pages _____

Paper Size:

☐ 8.5x11
☐ 8.5x14
☐ 11x17
☐ 12x18
☐ Other _____

Duplex:

☐ Single-Sided
☐ Double-Sided
☐ As-is (Mixed)

Orientation: ☐ Vertical ☐ Horizontal

Binding

☐ Coil
☐ Comb
☐ ProBind *Clear front Black back Black spine*
☐ Staple
☐ Saddle Stitch

Finishing

☐ 3-Hole Punch
☐ Trim/Cut
☐ Padding
☐ Other _____

Folding

☐ Half-Fold ☐ Tri-fold
☐ Other _____

Paper Type:

☐ 20lb Bond (Standard)
☐ Cardstock

Paper Color

(White used unless otherwise indicated)

Basic Colors

☐ Pink ☐ Lilac
☐ Yellow ☐ Gray
☐ Green ☐ Tan
☐ Blue ☐ Buff
☐ Salmon ☐ Ivory
☐ Goldenrod

Neon/Bright Colors

☐ Neon Green ☐ Daffodil
☐ Neon Yellow ☐ Red
☐ Neon Pink ☐ Teal
☐ Neon Purple
☐ Neon Orange
☐ Neon Blue
☐ Dark Green

Special Instructions:

Production Notes:

(Internal use only)

Order total: _____

DELIVERY

Deliver to: _____ Building _____ Room # ☐ Pickup

Received by *(signature)*: _____ Date: _____ *Delivered by:* _____

A minimum of 24 hours is required for any work submitted. For specific times, please contact staff. A valid account number and proper authorization is required of all work submitted. When submitting a print request, the department will assume that proper authorization to utilize our services has been granted. The requester assumes responsibility for any charges due where permission has not been given.

BY SUBMITTING THIS FORM YOU AGREE TO THE TERMS OUTLINED BELOW: It is the customer's responsibility to ensure the purpose of the copyrighted work they are requesting or submitting is not in excess of "fair use with proper permission". We reserve the right to refuse a print request if, in our judgement, fulfillment would involve any violation of copyright law. In such circumstances, an authorizing official's permission will be required before proceeding with the print request.

SUBMIT B&W Prints

SUBMIT Color Prints

Revised 2/13/24