COLUMBUS STATE

## Print Services Request Form

Business Card Ordering Site: printservices.cscc.edu

Department Site: cscc.edu/about/printservices

## **Delaware Campus Print Services**

delawareprintservices@cscc.edu • 740-203-8102

Job Name/Description:				
DATE	Date Submitted Date Due	Time Due * Please allow 3 business days.	RUSH Checking here indicates that you have Head to process this request as a "Rus	permission from your Admin/Department h" order needed within 24 hours.
ACCOUNT INFO	Department	Phone	(Required)	ý )
	☐ B&W Prints ☐ Color Prints Number		r of copies <b>x</b> Number of pages	
ORDER DETAILS	Paper Size:    8.5x11	Finishing  3-Hole Punch  Trim/Cut  Padding	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	Production Notes: (Internal use only)  Order total:
DELIVERY	Deliver to:  Building  Received by (signature):	g Room#	□ Pickup	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.