



Wayne County Community College District

CENTRAL ADMINISTRATION PRINTING REQUEST

PRINTING INFORMATION

Date Requested: _____

Employee/Department: _____ Number of originals: _____

Phone/Extension: _____ Number of copies: _____

PRINTING DETAILS

Complete the form and attach it to the original items to be photocopied before submitting it to the Auxiliary Services department in **Central Administration**. All printing requests will be addressed within 24 hours of receipt.

Indicate all specifications below:

Size of Document: 8.5 x 11 8.5 x 14 11 x 17

NCR Paper: 2 Part 3Part 4 Part 5 Part

Paper color: White Other: _____

Two-sided Printing: Head-to-Head Head-to-Foot

Indicate any special instructions in the space provided below:

NOTE – Attach all original documents.

COST PER ITEM

<input type="checkbox"/> 11 x 17 Special coded paper	.50	<input type="checkbox"/> Color Duplication	.50
<input type="checkbox"/> Special Paper (Parchment, etc.)	.30	<input type="checkbox"/> Glue Strip Binding	.25
<input type="checkbox"/> Card Stock	.12	<input type="checkbox"/> Plastic Binding	.30
<input type="checkbox"/> Colored Paper	.12	<input type="checkbox"/> Spiral Binding	.40
<input type="checkbox"/> White Paper	.07		

Total Cost: _____