



REQUEST FOR PRINTING



Personal Information

DATE SUBMITTED _____

NAME _____

DEPARTMENT _____

PHONE _____

DATE WANTED _____

TIME _____ AM _____ PM

Service 1

Paper Cardstock

Number of original pages

Set Number

Total copies cut

Collate only

Service 2

One side

Two sides

#Punch

Staple: Yes No

Position: Right Left

Service 3

Paper size

Paper Color

Print Black & White

Print in color

Wrap

SPECIAL INSTRUCTIONS:

RECEIVED BY _____ SIGN _____ DATE _____

LANEY INSTRUCTIONAL MEDIA CENTER

LANEY COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, HANDICAP, AGE, SEXUAL ORIENTATION, OR POLITICAL OR RELIGIOUS AFFILIATION

CREATED BY ALAIN TUMBALONGO & BEN ARENO. 1/10/2018