

# Submission Instructions

Please save your completed form to your computer with a unique name, attach it to an e-mail with the files you would like printed and send to [campusprinting@lcc.wy.edu](mailto:campusprinting@lcc.wy.edu).

**SAVE**

**or** print and bring your form with you to Campus Printing with your original(s).

**PRINT**

**If you have questions call 307.778.1209.**

TO BE SOLD IN BOOKSTORE

TEST

BILL

# CAMPUS PRINTING

(Please allow 3 business days)

**DO NOT USE THIS FORM IF YOUR JOB REQUIRES CHANGES, CALL EXT. 1142.**

Title of project: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Budget No.: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date work is needed: \_\_\_\_\_

Number of Originals: \_\_\_\_\_ Number of copies you need: \_\_\_\_\_  
(One 2-sided original is 2 originals)

Page Size:  8½ x 11  8½ x 14  11 x 17  12 x 18

One-sided  Two-sided  As is  
**NOTE: In order to save materials, we print duplicating orders on both sides of the paper, unless noted above.**

Copier Choice:  Black  Color\* (submit budget number for color copies)  
(If no copier choice is indicated, copies will be printed in black print.)

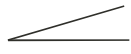
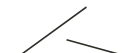
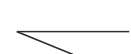

Paper Color (if not white): \_\_\_\_\_  
(blue, yellow, green, purple, gray, buff, pink, salmon, goldenrod)

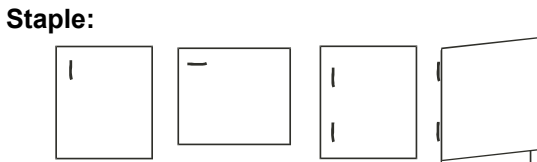
Special type of paper: \_\_\_\_\_  
(Colors differ from paper colors; please ask to see what is available.)

## BINDERY SERVICES PLEASE ALLOW AN ADDITIONAL 3-5 DAYS.

- Collate
- Three-Hole Punch
- Comb Bind
- Shrinkwrap
- Cut: Finished size: \_\_\_\_\_

**Fold:**

-  In Half
-  Letter Fold
-  Z Fold
-  Double Parallel



## SPECIAL INSTRUCTIONS

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**Print first and last name**  
of person authorized to place order: \_\_\_\_\_

Building \_\_\_\_\_

## CHECK DEPARTMENT

- President's Office/BOT
  - Foundation Office
  - Grants Office
  - SAGE TRIO
  - Human Resources
  - Public Relations
- Administration & Finance
  - Bookstore
  - Children's Discovery Center
  - Integrated Technology Services
- Instruction
  - Albany County Campus
  - Arts & Humanities
  - Business, Agriculture & Technology
  - Career Center
    - Career Fair
  - Center for Distributed Learning & Outreach
  - Education, Natural & Social Sciences
  - Health Sciences & Wellness
    - Dental Hygiene
    - Health Occupations
    - Physical Education
  - Institutional Assessment & Research
  - Library
- Sodexo
- Student Services
  - Athletics
  - \*Campus Living & Learning
  - \*Clubs and Teams
  - Residential Living & Learning
- Workforce & Community Development\*
  - GEAR UP
  - Homeland Security
  - \*Grant: \_\_\_\_\_
- Other \_\_\_\_\_

**\*Must submit a budget number**

## OFFICE USE ONLY

E-mailed \_\_\_\_\_ Date \_\_\_\_\_

Copied by \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ Price \_\_\_\_\_