

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.

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.)

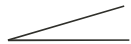
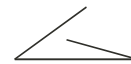
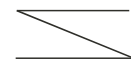

Paper Color (if not white): _____
(blue, yellow, green, purple, gray, buff, pink, salmon, goldenrod)

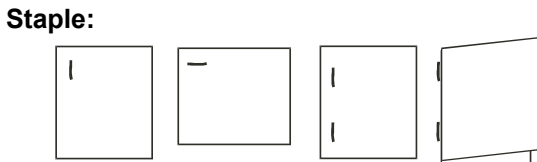
Special type of paper: _____
(Colors differ from paper colors; please ask to see what is available.)

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

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 _____