Print out form completely to avoid delays. Please provide sample, if possible.
If you have questions please call the Print Shop at ext. 153 or 539.
Production time can take from 1 day to 30 days, so please plan accordingly.
MWCC Printing Services maintains the option to print this request in the most cost efficient manner.

Today’s Date:_________ Date Required:_________  

Cost Center # and Department/Grant to be charged: 

Person Requesting: 

Ext. 

Project Title:_______________________________________  

Total FINISHED Quantity:_________
No. of Originals:__________

Special Instructions:_____________________________________________________________________

NOTE: MWCC Printing Services acts only as the agent of the person or department stated above. The latter agrees to assume all responsibility for the use of copyrighted materials.

| Bind | fold - | half | letter (3rds) | double (4ths) | special_________ 
|------|-------|------|--------------|--------------|--------------- 
| cut - | No. out | finished size | 
| pad - | No. of pads | No. of sheets per pad | 
| send to - | xerox | GBC bind | other__________ 

<p>| Supplies |</p>
<table>
<thead>
<tr>
<th>Amount</th>
<th>Materials (paper stock, ink color, etc.)</th>
<th>unit cost</th>
<th>sub total</th>
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<tbody>
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<tr>
<td>paper plate</td>
<td>(1 per color per side)</td>
<td>$1.25ea</td>
<td></td>
</tr>
<tr>
<td>grid sheets</td>
<td>metal plate</td>
<td>$.50 / $3</td>
<td></td>
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<tr>
<td>press wash-up</td>
<td>(required for ink color change)</td>
<td>$3.00ea</td>
<td></td>
</tr>
</tbody>
</table>

Required Project Approvals:

1. (Cost Center Head/Grant Director) ALWAYS  Date:___________  Print Cost: $ __________ 
2. (Director of Marketing) WHEN REQUIRED  Date:___________  Mailing Cost:___________  Total Cost:___________ 
3. (Assistant Dean of Administrative Services) WHEN REQUIRED  Date:___________  Date Completed:__/__/__  By:_______________ 

PRINTING/XEROXING REQUISITION FORM PROCEDURES

EFFECTIVE IMMEDIATELY, materials intended for external audiences which promote programs and/or services sponsored by or offered by the college, or communicate college policies, require approval and sign-off by the administration prior to development, printing, and distribution. No materials may be printed or distributed without prior approval.

Requests for development of such materials (e.g. brochures, fliers, recruitment materials, newsletters, advertising media, etc.) must be submitted to the following persons (or their designee) for approval/signature in this order:

1. Appropriate cost center head/grant director
2. Director of Marketing (S/he will review for message, conformance with Institutional objectives and visual image standards, and mandated requirements). Not required for academic course materials.
3. Assistant Dean of Administrative Services (S/he will review for availability of institutional resources and printshop/mailroom scheduling).

NOTE:

The Division of External Affairs staff will be happy to personally assist you in developing print or web-based materials; or, you may access their published reference guides available in:

- Style Guide
- Guide to Advertising
- Guide to Publications
- Guide to Media Relations

Questions regarding these procedures should be addressed to Sheila Sykes, Dean of Administrative Services, at ext. 112.