

SGA Bookstore - Electronic Technology Print Request

Print job must be filled out properly and file must be sized properly for printing or job will be returned. Please call 724-738-4799 or email etc4773@gmail.com with questions.

Name _____

Department _____

Phone Number _____ Print File Name _____

Date Ordered _____ Date Needed _____

Number of prints _____ Sent via email or in-person _____

Services

- | | | |
|---|---|--|
| <input type="checkbox"/> Color Print | <input type="checkbox"/> B&W Print | <input type="checkbox"/> Banner Print |
| <input type="checkbox"/> Comb Binding | <input type="checkbox"/> Laminating | <input type="checkbox"/> Yard Sign (18" X 24") |
| <input type="checkbox"/> Single Sided Print | <input type="checkbox"/> Double Sided Print (NO Card Stock double sided prints) | |

Type of paper (Choose paper size and corresponding type)

- | | | | | | |
|-------------------------------------|----------------------------------|-------------------------------------|---------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> 8.5" X 11" | <input type="checkbox"/> Regular | <input type="checkbox"/> Card Stock | <input type="checkbox"/> Glossy | | |
| <input type="checkbox"/> 11" X 17" | <input type="checkbox"/> Regular | <input type="checkbox"/> Card Stock | <input type="checkbox"/> Glossy | | |
| <input type="checkbox"/> 12" X 18" | <input type="checkbox"/> Regular | <input type="checkbox"/> Card Stock | | | |
| <input type="checkbox"/> Resume | <input type="checkbox"/> White | <input type="checkbox"/> Ivory | <input type="checkbox"/> Gray | <input type="checkbox"/> Celery | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Glossy | <input type="checkbox"/> Matte | <input type="checkbox"/> Vinyl | | |

Custom Paper Size (Max 44") _____

Special Instructions

Thank you for choosing the ETC. Please give us 48 business hours to complete your job. You will receive an email when your job is completed.