

## 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](mailto: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)

8.5" X 11"       Regular     Card Stock       Glossy

11" X 17"       Regular     Card Stock       Glossy

12" X 18"       Regular     Card Stock

Resume       White       Ivory       Gray       Celery       Blue

Banner       Glossy       Matte       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.