



Printing Express Request Form
 2800 East Spring Creek Parkway Plano, Texas 75074
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 Submit request via email: printingexpress@collin.edu

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 Receipt # _____
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REQUESTS < 500 COPIES MUST BE SUBMITTED 48 HOURS PRIOR TO DUE DATE & REQUESTES > 500 COPIES MUST BE SUBMITTED 1 WEEK PRIOR TO DUE DATE

Submit Date		Due Date		Phone #		Cost Center Account #					
Submitted by			Department			Campus			Department Approval's Signature		
Document 1 Name				Number of Original Pages				Quantity Requesting			
Ink Color		Output		Paper Size		Paper Stock		Finishing			
Black & White	Color	1 Sided	1 to 2 Sided	8 ½ X 11	8 ½ X 14	Regular	Card Stock	Staple	Comb Binding	Cutting	
		2 to 2 Sided		11 X 17	12 X 18	NCR/2 part	NCR/3 part	Scanning	Half-Fold	Tri-Fold	
								Laminate		Padding 50/100	
								3-Hole Punch/Side		3 Hole Punch/Top	
Special Instructions											
										Cost _____	
Document 2 Name				Number of Original Pages				Quantity Requesting			
Ink Color		Output		Paper Size		Paper Stock		Finishing			
Black & White	Color	1 Sided	1 to 2 Sided	8 ½ X 11	8 ½ X 14	Regular	Card Stock	Staple	Comb Binding	Cutting	
		2 to 2 Sided		11 X 17	12 X 18	NCR/2 part	NCR/3 part	Scanning	Half-Fold	Tri-Fold	
								Laminate		Padding 50/100	
								3-Hole Punch/Side		3 Hole Punch/Top	
Special Instructions											
										Cost _____	
Document 3 Name				Number of Original Pages				Quantity Requesting			
Ink Color		Output		Paper Size		Paper Stock		Finishing			
Black & White	Color	1 Sided	1 to 2 Sided	8 ½ X 11	8 ½ X 14	Regular	Card Stock	Staple	Comb Binding	Cutting	
		2 to 2 Sided		11 X 17	12 X 18	NCR/2 part	NCR/3 part	Scanning	Half-Fold	Tri-Fold	
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Special Instructions											
										Cost _____	