

Murrow College

HP Plotter Printing Request Form

Allow 3 business days for processing.

STEP 1: PLEASE CLEARLY PRINT OR TYPE

Date: _____ Due Date: _____ Cell No.: () - _____

Name: _____ Email: _____ WSU Logo/Font Approved? _____

What is the purpose of this print job (i.e., class assignment, conference visual aid, etc.)? _____

Pricing: \$10.00 plus \$\$/sq foot for paper and .50/ml for ink (prices subject to change.)

***Important: Duplicate copies due to typos or requestor errors will be billed to budget(s). ***

# of Copies:	W (inch):	H (inch):	Type of Paper (max width)	Item Cost:
			<input type="checkbox"/> Plain (24" or 36" w) \$1.00/ft <input type="checkbox"/> Photo (24" w) \$2.00/ft <input type="checkbox"/> Poster/Tyvek (36" w) \$3.25/ft	\$
			<input type="checkbox"/> Plain (24" or 36" w) \$1.00/ft <input type="checkbox"/> Photo (24" w) \$2.00/ft <input type="checkbox"/> Poster/Tyvek (36" w) \$3.25/ft	\$
Ink			\$.50/ml	\$
Tubes			<input type="checkbox"/> 24" \$1.50 <input type="checkbox"/> 36" \$2.25 <input type="checkbox"/> 48" \$3.00 <input type="checkbox"/> None	\$
Printing fee:				\$10.00
TOTAL:				\$

File Format & Name: _____

*File must be formatted as a jpeg and saved on a thumb/USB drive. Image must be oriented the way it will be printed.

Special Instructions/Notes: _____

Supervisor Approval _____
Date

STEP2: BUDGET APPROVAL - EVAN WILL HELP YOU WITH THIS SECTION:

Unit/Area of College: (please choose unit(s)/area(s) and subcategory(s) – for budgeting purposes)

Radio: _____ Development: _____ Admin: _____ Membership: _____	TV: _____ Underwriting: _____ Operations: _____ Programming: _____	Engin: _____ Marketing/PR: _____ Other: _____	AND/OR	Comm/Academic: _____ Dean's Office: _____ Business Office: _____ Symposium: _____ Faculty: _____ Graduate: _____	Sequence: _____ Grant: _____ Development: _____ Student Serv. _____
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BUSINESS OFFICE USE ONLY

Split %	Fund/Sub	Program	Budget	Project	Object	Sub

_____ Budget Approval _____ Date _____ MURW Equipment Rm (Print/Signature) _____ Date Completed