

# CAMPUS PRINTING and SIGNS

8 a.m. to 5 p.m. • Monday – Friday

cpcc.edu/campus-printing  
campusprinting@cpcc.edu • 704.330.6502

Central Campus, 1108-A Charlottetowne Ave., Charlotte, NC 28204

## Project Information

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_  Pickup  Delivery/Location: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_ Project Title: \_\_\_\_\_

## BILLING INFORMATION

Is your material copyrighted?  YES  NO

Name: \_\_\_\_\_ Charged Account (18-digit GL #): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Office Location: \_\_\_\_\_ Campus: \_\_\_\_\_

## Printing / Copy Specifications

# of Copies: \_\_\_\_\_

Paper Size: \_\_\_\_\_

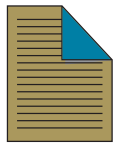
Paper Stock: \_\_\_\_\_

# of Pages: \_\_\_\_\_

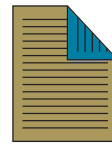
Paper Color: \_\_\_\_\_

Text Color: \_\_\_\_\_

### PRINTING

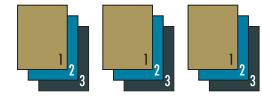


One-sided Printing

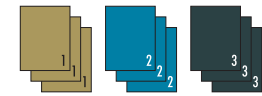


Two-sided Printing

### COLLATION



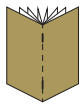
Collated



Uncollated

## Bindery

### BINDING



Saddle Stitch



Spiral Bound



Comb Bound

### STAPLE / HOLE PUNCH



Single Staple

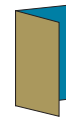


Double Staple

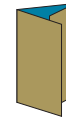


3 Hole Punched

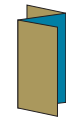
### FOLD



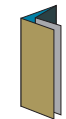
Half Fold



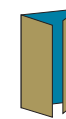
Tri Fold



Z Fold



Double Fold



Gate Fold

## Large Format Printing

Posters/Mounting

X-Banner Stands (24" x 63")

Outside Banners

Cut Vinyl

Mini Banner Stands (15" x 31.5")

Retractable Banner Stands (33" x 78")

Breeze Banner Stands (11" x 17")

Printed Vinyl

Yard Signs (24" x 18")

Decals/Stickers

Specialty Materials

## INSTALLATION

Installation Required?  YES  NO

Location of Installation: \_\_\_\_\_

## Paper

MFP

Desktop Printer (GL # required)

White

Color

Case: #

Ream: #

8.5" x 11"  
*Letter*

8.5" x 14"  
*Legal*

11" x 17"  
*Tabloid*

## Additional Information:

RESET FORM

SUBMIT FORM BY EMAIL