

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: _____

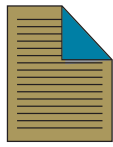
Paper Stock: _____

of Pages: _____

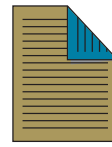
Paper Color: _____

Text Color: _____

PRINTING

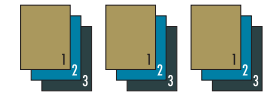


One-sided Printing

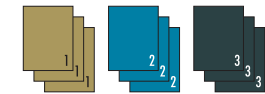


Two-sided Printing

COLLATION



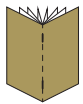
Collated



Uncollated

Bindery

BINDING



Saddle Stitch



Spiral Bound



Comb Bound

STAPLE / HOLE PUNCH



Single Staple

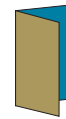


Double Staple

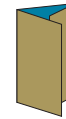


3 Hole Punched

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

LETTERHEAD / ENVELOPES

CPCC Letterhead (Bundle 100) Qty _____ CPCC Envelopes (Bundle 100) Qty _____

Customizable Options Customizable Text:

Additional Information:

RESET FORM

SUBMIT FORM BY EMAIL