

The Instructional Materials Request Form is a multi-part document and cannot be downloaded for desktop printing. Pick up copies of this form at your campus print shop or have them mailed to you by phoning or emailing a request to a member of the Printing Services team:

**CCBC Catonsville**

Bonnie Snyder Ext. 4359 [bsnyder@ccbcmd.edu](mailto:bsnyder@ccbcmd.edu)  
 Karl Peck Ext. 4657 [kpeck@ccbcmd.edu](mailto:kpeck@ccbcmd.edu)

**CCBC Dundalk**

Al Lewandowski Ext. 2607 [alewandowski@ccbcmd.edu](mailto:alewandowski@ccbcmd.edu)  
 Al Smith Ext. 2690 [asmith@ccbcmd.edu](mailto:asmith@ccbcmd.edu)

**CCBC Essex**

Estelle Mahoney Ext. 1548 [emahoney@ccbcmd.edu](mailto:emahoney@ccbcmd.edu)  
 Frank Shiner Ext. 1548 [fshiner@ccbcmd.edu](mailto:fshiner@ccbcmd.edu)  
 Andy Slocum Ext. 1548 [aslocum@ccbcmd.edu](mailto:aslocum@ccbcmd.edu)

**BETTER YET...**

Visit the [Creative Services e-StoreFront](#) to place your printing and duplicating orders electronically. No paper forms, no trips to drop off originals at the print shop.

There's a handy link to the e-StoreFront on the SharePoint home page under "Staff/Faculty Links."

<b>CCBC Printing Services Instructional Materials Request Form</b>		<input type="checkbox"/> Catonsville	<input type="checkbox"/> Dundalk	<input type="checkbox"/> Essex	<input type="checkbox"/> Con-Ed	<input type="checkbox"/> College-wide
		<input type="checkbox"/> Extension Center _____			<input type="checkbox"/> Other _____	
Job Title	Today's date	Date due				
Your name	Your department	Phone number				
Signature	Budget number (books, chargeback items only)					
<b>Copy instructions</b> number of originals/sides _____ number of copies _____ <input type="checkbox"/> one-sided <input type="checkbox"/> two-sided <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> white paper <input type="checkbox"/> color _____ <input type="checkbox"/> cover/card stock <input type="checkbox"/> transparencies - .50 (budget # required)		<b>Finishing instructions</b> <input type="checkbox"/> staple with collate <input type="checkbox"/> collate <input type="checkbox"/> collate & staple <input type="checkbox"/> fold (supplies complete) <input type="checkbox"/> punch <input type="checkbox"/> binding (details below) <input type="checkbox"/> cut size _____ <input type="checkbox"/> pad and glue <input type="checkbox"/> shrink wrap		<b>Delivery instructions</b> <input type="checkbox"/> hold for pick-up <input type="checkbox"/> call when ready, ext. _____ <input type="checkbox"/> send to _____ room/building _____  <b>Press Alert</b> <input type="checkbox"/> 2-sided originals <input type="checkbox"/> exam/test		
any special instructions _____ _____ _____		<b>Copyright information</b> <input type="checkbox"/> this material is not under copyright <input type="checkbox"/> copyright permission is attached <input type="checkbox"/> copying complies with "fair use" criteria  Signature _____ Copied by _____ White - printing    Yellow - delivery    Pink - customer revised 8/05				