

UCF Facilities Planning and Construction - Print Request Form (for UCF personnel only)

Requester: _____
 Phone: _____
 Project: _____

Department: _____
 E-mail: _____
 Account Number: _____

Date: _____

Deliver form and your file(s) to print to Matthew Green at FSC 16A 127Z or e-mail to Matthew.Green@ucf.edu.
 A minimum of five working days is required to meet requests. Five-day window begins once form is stamped in.
 All payments will be made by interdepartmental transfer. No charge for orders under \$1.00.
 Effective October 1, 2016 we no longer plot large color prints.

Specify Prints:

	<u># Copies</u>	<u>Size (A-E)</u>

Fee Schedule

SIZE	B&W Print	Color Print
A (8 ½" X 11")	\$0.10	\$1.25
B (11" X 17")	\$0.20	\$1.50
C (22" X 24")	\$2.00	
D (24" X 36")	\$3.00	
E (36" X 42")	\$5.25	

Total Cost: \$ _____

Facilities
 Planning
 Use Only

RECEIVED BY: _____

DATE: _____

ISSUED BY: _____

DATE: _____