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DATE REQUIRED _____

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**PRINT SHOP
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OTHER SPECIAL INSTRUCTIONS AND DELIVERY INFORMATION

APPROVALS:

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Signature of Requesting Department Head Date
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2. College Director of Publications Approval — Development of new forms and/or edits to existing forms must be coordinated with all other counterpart offices / campuses using the form, and submitted for review and approval by the College Director of Publications before submission of Print Request. The College Director of Publications must also review and approve all requests involving marketing materials prior to submission of Print Requests.
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If the material requested can be used by another office, please contact **that office and list its requirements and delivery instructions.**