

Pierce College Print Credit Form

Credit for printer errors will be give through the library. Please bring damaged prints to the library within 3 business days of the error and talk with a staff member. If you aren't able to visit the library, complete this form, attached the damaged prints, and send to the library via campus mail. Your request will be evaluated within 10 business days by College personnel and you'll be notified of the outcome by email. Credits are not transferable to other academic quarters.

Credits to student printing accounts will only be given for printer errors such as paper jams, smeared toner, etc. Duplicate printouts, blank pages, or other unwanted printouts are not eligible for credits.

Disagreements regarding printer errors may be appealed using this form. The request will be reviewed by a student and faculty or staff person appointed by the respective ASPCPFS or ASPCP executive board

Name _____ Student ID Number _____ Email _____

Number of prints _____ Type of Print. Please check:
 Black and white single sided Double sided Color

DESCRIPTION OF PRINTER ERROR

Date of Printer Error _____ Printer Location. Please check: Ft. Steilacoom Puyallup
 Computer Lab Library Other location _____

Please check reason for refund below:

- Paper jam Printer out of order
 Smeared toner Other (please describe below)

APPEAL

Credits to student printing accounts will only be given for printer errors such as paper jams, smeared toner, etc. If you disagree with the decision made by library personnel, please describe why it is appropriate for a credit to be given for this print job.

Appeal Decision
_____ yes _____ no Reviewed by _____ and _____