



PAW PRINTS Request for Service 2008



Name: _____ USERID: _____ Date: _____

Campus Box: _____ Campus Phone#: _____ Email: _____

Date of Event (loss): _____ Location (Bld, Room): _____

Complete one of the following sections:

CARD PROBLEM:

Card Not Reading:

Location of Card Reader: _____ Approx remaining Value: \$ _____

Other:

OUTPUT PROBLEMS:

No Output from printer:

Date/Time job was released: _____ Printer Name: _____

Job Name/Type: _____ Approx # Pages: _____

Was there an error message on the printer, if so describe: _____

Bad Output from printer:

Date/Time job was released: _____ Printer Name: _____

Job Name: _____ Approx # Pages: _____

Describe Failure: _____

Refund Policies:

CIS will reprint a document if the reason it did not print, was smudged during printing, was due to a mechanical problem with the printer or a problem with the PAW Prints software. Reprints will not be issued to users who print the wrong document or have their document incorrectly formatted. **Users must include the print output with any request for a reprint due to unacceptable print quality. CIS will not refund money for any printing problems.**

Problems with Brown ID cards are handled by the Brown Card Office.

The information provided will be reviewed within 2 business days. All information is subject to verification.

Student Signature: _____ Date: _____

Recvd by: _____ Date: _____ Disposition: _____