



Douglas College Printshop Issue Identification Form

This form is intended to be used to identify issues with orders received from the College Printshop.
If you have an issue with an order that you have received from the print shop, please complete the form and send copies to:

Glenn Ellingson - Duplicating Supervisor Printshop - ellingsong@douglas.bc.ca
Printshop Email - printshop@douglas.bc.ca
Linda Valecourt, Manager - valecourtl@douglas.bc.ca

Date: _____

Name: _____

Originator: _____

Contact information: email: _____ phone: _____

Program: _____

Digital Storefront Order Confirmation Number. # _____

Date order sent to the printshop via DSF or other: _____

Date order received: _____

Issue or concern (Please be specific) :

Printshop Services Required:

No service required

Reprint required (check one):

entire job

select pages (please specify) _____

other (please specify) _____