



# Coastal Bend COLLEGE

## Requesting Copies/Printing

To request copies/printing:

- This service is for official CBC business
- Copy/printing requests can be submitted by hand with a copy request form available outside the mail room window or to [printing@coastalbend.edu](mailto:printing@coastalbend.edu).
- All copy requests require a **48-hour notice**.
- Specialty & large jobs may require longer processing time.
- Printing for off-sites will require a week's notice (48-hour notice plus transit time.)
- Blank CBC Certificates are also requested through [printing@coastalbend.edu](mailto:printing@coastalbend.edu)