Green Print Refund

If you have attempted to print something, been charged but did not get your papers due to a printing error, please fill out this template with the information you gather from your green print console and email it to: printrefund@wilkes.edu
(Instructions for accessing your green print console are listed below)

Name:

Email Address:

Computer you attempted to print from:
(Asset tag on back of computer)

Printer you attempted to print to:

Time print job was attempted:

Amount of pages you attempted to print:

Amount your Green Print account was charged:

Were there any errors displayed:

To access your Green Print Console

Click the Details link on your Green Print popup application

Then click on Recent Print Jobs to gather the information.