LYNN UNIVERSITY

Lynn Creative Services 3601 N. Military Trail Boca Raton, FL 33431 P: 561.237.9632 • E: print@lynn.edu

TO USE THIS FORM, IT MUST BE DOWNLOADED AND THEN OPENED IN ACROBAT READER. DO NOT USE YOUR WEB BROWSER TO FILL OUT THIS FORM.

STUDENT ORDER FORM

Please fill out the information below in it's entirety. All order requests must be accompanied by this form.

College Major or Department:

Name:

Date In:	Date Needed:	Phone:	

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Course Term:	Course No.:	Project:
Decorintion: Close	Draiaata an Lattar ar Ta	blaid regular paper are depend to a charge (2 pages max)

Description: Class Projects on Letter or Tabloid regular paper are done at no charge (3 pages max). Please note that personal projects will be billed. • Items that are copyrighted cannot be printed.

Cost of Request: To be completed by Creative Services Staff

Requirements:

- Please send all output files as PDF.
- Files must be created at final output size.
- Allow 12-24 hours for turn around time (internal orders only).
- You will be contacted for pickup once your order is completed.