

## 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:**

**Email:**

**Course Term:**

**Course No.:**

**Project:**

**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.