

Copy Center Instructions

IMSE Department Worktag:
4-0127 PG 100001

_____ copies of _____ page(s)
Needed by _____ a.m. _____ p.m.

- _____ Assembled
- _____ Backed
- _____ Stapled
- _____ 3-hole punched
- _____ Colored paper: _____

Comments: _____

Name: _____
Please deliver to 3004 Black Engineering

IMSE Copy Center Instructions

kategarr@iastate.edu; 515-294-0387

There are several options for filling out a Copy Center request:

- A.** Fill out one of the quarter-sheet forms for each of your copy/printing jobs. Cut out the form(s) and attach to your original(s) then give them to Kate Garretson in 3004 Black. She will make sure they get to Printing Services in the Student Innovation Center ASAP.
- B.** Fill out this form electronically and email it along with a digital copy of your original(s) to Kate
- C.** Place your copy order directly with Printing Services at:
<https://www.print.iastate.edu/SubmitOrder/>
and use the PG 100001 worktag (for course-related materials)

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