

Printing Services Instructions

IMSE Department
4-0127

Worktag:
PG 100001

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

- _____ Collated
- _____ Double-sided
- _____ Stapled
- _____ 3-hole punched
- _____ Colored ink (Yes/No)
- _____ Colored paper: _____

Comments: _____

Name: _____

Please deliver to 3004 Black Engineering

**IMSE Printing Services
Request 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)

Printing Services Instructions: Document 2

IMSE Department
4-0127

Worktag:
PG 100001

_____ copies of _____ page(s)
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- _____ Collated
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- _____ Stapled
- _____ 3-hole punched
- _____ Colored ink (Yes/No)
- _____ Colored paper: _____

Comments: _____

Name: _____

Please deliver to 3004 Black Engineering

Printing Services Instructions: Document 3

IMSE Department
4-0127

Worktag:
PG 100001

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

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- _____ 3-hole punched
- _____ Colored ink (Yes/No)
- _____ Colored paper: _____

Comments: _____

Name: _____

Please deliver to 3004 Black Engineering