

**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**

imse@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 send them to 3004 Black.
- B.** Fill out this form electronically and email it along with a digital copy of your original(s) to imse@iastate.edu
- 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)  
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**

**Printing Services Instructions: Document 3**

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**