

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 Copy Center Instructions

imse@iastate.edu; 515-294-0387

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

A. Fill out this form electronically and email it along with a digital copy of your original(s) to imse@iastate.edu

B. 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