

# CANON Printing Order Form

**For Office Use Only**

Yes/No Rush Fee Applied  
\_\_\_\_\_ Linear Ft. Used  
\_\_\_\_\_ PPT Conversion Fee  
\_\_\_\_\_ Mailing Tube  
\_\_\_\_\_ Processing Fees

CUSTOMER NAME: \_\_\_\_\_

ISU ACCOUNT NO: \_\_\_\_\_

ACCOUNT APPROVAL EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

INVOICE E-MAILING ADDRESS: \_\_\_\_\_

Date IN: \_\_\_\_\_ (indicates the date the graphic file was delivered to the GIS Center).

Date REQUIRED: \_\_\_\_\_ (indicates the date on which the final product must be completed and will be picked up).

*\*NOTE: If the (Date REQUIRED – Date IN) ≤ 1 day then a \$20 RUSH FEE will be applied to this order.*

Name of file(s): A \_\_\_\_\_ Number of Copies: \_\_\_\_\_

B \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Customer requests Image Processing Setup (Conversion from PPT, Poster Resizing, etc.): yes / no

*\*(NOTE: The fee for this setup if done by the technician is \$20).*

***\*The GIS TReC is not responsible for editing errors (i.e., grammatical errors, typo's etc.) it is your responsibility to proof your poster before submitting it to us for printing. GIS TReC is also not responsible for other slight changes in appearance when converting Power Point slides to graphic files.***

Type of Paper requested: \_\_\_\_\_ Photo-base low glare (\$12.00/lf, \$3.43/sf)  
\_\_\_\_\_ Photo-realistic high-gloss (\$13.50/lf, \$3.86/sf)  
\_\_\_\_\_ Vinyl Outdoor Banner (\$15.00/lf, \$4.29/sf)

Final product size: A \_\_\_\_\_ "W x \_\_\_\_\_ "H

B \_\_\_\_\_ "W x \_\_\_\_\_ "H

*(Note: the maximum width of the Canon iPF8000s printer is 42". Therefore, one dimension (either height or width) must be equal to or less than 42").*

**GIS Center Representative accepting print order:** \_\_\_\_\_

**Customer signature:** \_\_\_\_\_

*(NOTE: Your signature indicates acceptance of the charges associated with this print).*

Revised 8/24/2016  
K.S.