

CANON Printing Order Form

For Office Use Only

Yes/No Rush Fee Applied
_____ Linear Ft. Used
_____ PPT Conversion Fee
_____ Date Picked Up
_____ Mailing Tube
_____ Processing Fees

CUSTOMER NAME: _____

ISU ACCOUNT NO: _____

DEPARTMENT: _____

CAMPUS BOX: _____

CONTACT PHONE: (_____) _____

INVOICE MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

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) < 4 business days 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 customer is welcome to use the cartographic workstation to perform this setup. One of the GIS Center Technicians will perform the setup if requested. The fee for this setup if done by the technician is \$60/ 100MB of open graphic file).*

****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 (\$11.00/lf, \$3.14/sf)
_____ Photo-realistic high-gloss (\$12.50/lf, \$3.43/sf)
_____ Vinyl Outdoor Banner (\$14.00/lf, \$4.00/sf)

Final product size: _____ "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).