

**Print Request form**

Please write legibly so that your order can be printed correctly

Winter 2019 hours: Mon 4pm-6pm,  
Tues/Thurs 11am-1pm & 2pm-5pm,  
Wed 10am-2pm

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Professor: \_\_\_\_\_ Signature: \_\_\_\_\_

Course Number(NOT CRN): \_\_\_\_\_

Submitted on (circle one) email flashdrive other: \_\_\_\_\_

Date: \_\_\_\_\_

File name: \_\_\_\_\_

Printed image size (in inches): \_\_\_\_\_

Quantity: \_\_\_\_\_

Paper type (circle one): Glossy(photo) Matte Other: \_\_\_\_\_

File name: \_\_\_\_\_

Printed image size (in inches): \_\_\_\_\_

Quantity: \_\_\_\_\_

Paper type (circle one): Glossy(photo) Matte Other: \_\_\_\_\_

File name: \_\_\_\_\_

Printed image size (in inches): \_\_\_\_\_

Quantity: \_\_\_\_\_

Paper type (circle one): Glossy(photo) Matte Other: \_\_\_\_\_

Format images as: JPG, TIFF, PDF (images MUST be flattened) 300ppi or better.  
Images files need to be the same dimensions that you want it to be on paper. We do not edit images, and if they are too small we cannot print them.

Only 300 level courses or above (and AD127)

Each student is allowed 30sq feet per term covered by course fee (add 10sq ft per additional 300+ class)

Files may be submitted by email to [vrl\\_printing@emich.edu](mailto:vrl_printing@emich.edu) or by flashdrive

Turn around: depending on current order volumes and the day of the week, it could take up to 3 days to complete your print. However, usually it is much faster. You will be notified by email when your prints are ready.

Email any questions to [vrl\\_printing@emich.edu](mailto:vrl_printing@emich.edu)

Order # (vrl only)