Use this form to order printing services from the Knowledge Commons desk at the Marriott Library.

A. Locate the Form

Find this form in the Place an Order section of the Shopping Dashboard
B. Complete the form

1. Print Ordering Instructions. Please read and follow the specific instructions outlined for each available service:
   - Printing
   - Poster printing
   - Poster printing for groups
   - 3D Printing

2. Indicate the desired quantity of each item ordered. Note that on the left, the unit is defined, i.e.: page, square inch, or gram. On the right, the price per unit is displayed, along with a field where the desired quantity must be entered.

   NOTE: Be generous in estimating the quantity. It is a good practice to round the estimate up to the nearest whole number. For example, 4.25 square inches should be rounded up to 5 square inches.

C. Complete the order in UShop

When the form is complete, go to the upper right corner to locate the Available Actions dropdown menu. Select Add and go to cart, and click Go. Complete as with any order in UShop.
D. Print the PO

1. On the PO, open the Documents Action dropdown in the upper right corner.

2. Select Print Fax Version and print the PO.

E. Carry the PO to the Marriott Library

Printing service orders are fulfilled at the Knowledge Commons desk in the Marriott Library, Level 2. The printed PO must be taken to that location at the time you pick up your order.