

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

Place an O	order	С
Archive Box (	Order Form	
Campus Stor	re Print & Carry PO Reques	st
Campus Stor	re UTech Quote Submissio	n
Catering or (	Conference Purchase Requ	est
Change Orde	er Request	
Chartwells C	atering Form	
Chartwells W	Valk-in Dining	
Ethyl Alcoho	l Order Form	
GE (General	Electric) Non-Catal g Form	n
Hospital Nut	trition Care Services Gift Ca	ar
IRB (ERICA) I	Invoice Submation	
Marriott Libr	rary Print Services (Print &	C
Non-Catalog	g Form	
OSL (Office o	of Software Licensing) Soft	w
PO Renewal		

(Continued on next page)

### **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.

Marriott Library Print Services (Print & Carry PO Request	)			?			
This form is a replacement for the paper Campus Order. Effective July 1, 2018 campus orders will no longer be accepted.							
1 Print Ordering Instructions	?	? J. Willard Marriott Library					
<ul> <li>Printing: Black &amp; white or color printing in the Knowledge Commons lab on stand paper.</li> <li>Printing: Black &amp; white or color printing in the Knowledge Commons lab on stand paper.</li> <li>Poster printing: Follow the instructions here to format your document. Bring your the Knowledge Commons desk. Matte or semigloss paper is available. To determin square inches, multiply the width in inches by the height in inches.</li> <li>Poster printing for groups: If you would like to prepay for multiple people to print please coordinate in advance by emailing daniel.marsh@utah.edu and devin.don the name of the group, names of those who will be printing, what poster size the the date range when they will print. Provide formatting instructions to those print their file to the Knowledge Commons desk on a flash drive, they should let staff k your group and that their poster is prepaid. We will track who comes to print and usage.</li> <li><u>3D Printing</u>: Instructions and information about the Library's 3D printing operation up a consultation, can be found here. Once prints are finished, weigh the comple the weight in grams by \$0.04. Please email mlib-3dprinting@lists.utah.edu with a the process.</li> </ul>	file on a flash d ne the number of t posters on their aldson@utah.ed y will be printing ting. When they now that they ar charge for the a n, including how ted piece and m ny questions reg	rive to of r own, u with and bring re with actual y to set ultiply larding	J Willard M Knowledge 295 S 1500 I Salt Lake Cit (801) 581-62 Supplier Fulfillment Address Supplier Phone	Arriott Library Commons E, Level 2 ty, UT 84112 273 PRINTING SERVICES, KNOWLEDGE COMMONS PRINTING SERVICES MARRIOTT LIB: 295 S 1500 E, LEVEL 2 SALT LAKE CITY, UT 84112 US +1 801-581-6273			
Description	Unit Price	Quanti	ity	Ext. Price			
Black & White Printing 1 sided (price per page)	0.07						
Black & White Printing 2 sided (price per page)	0.13						
Color Printing 1 sided (price per page)	0.23						
Color Printing 2 sided (price per page)	0.37						
Poster Printing (price per square inch)	0.02						
3D Printing (price is per gram of material used)	0.04						
Poster Tube, 42"	4.99						
			Total	0.00			
				recalculate list total			

# 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.

Purchase Order: UI00002107 Revision 0 84542169	Status
	Expand All Collapse All

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.

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This form is a replacemen	t for the paper Campus Order. Effective July 1, 2018 campus orders wil	l no longer be a	ccepte	d.	
<b>TTShon</b>	Print Ordering Instructions				illard Marriott Librar
MARKETPLACE UShop Operations University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu Form Instructions: Use this form to create a walk-in PO you can bring with you to purchase print services at the Marriott Library. You must bring a copy of the PO to the Marriott Library at time of purchase.	<ul> <li><u>Printing</u>: Black &amp; white or color printing in the Knowledge Commons lab on standard letter or 11"x17" paper.</li> <li><u>Poster printing</u>: Follow the instructions here to format your document. Bring your file on a flash drive to the Knowledge Commons desk. Matte or semigloss paper is available. To determine the number of square inches, multiply the width in inches by the height in inches.</li> <li><u>Poster printing for groups</u>: If you would like to prepay for multiple people to print posters on their own, please coordinate in advance by emailing danieLmarsh@utah.edu and devin.donaldson@utah.edu with the name of the group, names of those who will be printing, what poster size they will be printing, and the date range when they will print. Provide formatting instructions to those printing. When they bring their file to the Knowledge Commons desk on a flash drive, they should let staff know that they are with your group and that their poster is prepaid. We will track who comes to print and charge for the actual usage.</li> <li><u>3D Printing</u>: Instructions and information about the Library's 3D printing operation, including how to set up a consultation, can be found here. Once prints are finished, weigh the completed piece and multiply the weight in grams by \$0.04. Please email mlib-3dprinting@lists.utah.edu with any questions regarding the standard standard standards and standards and standards and standards and standards and standards and multiply the weight in grams by \$0.04. Please email mlib-3dprinting@lists.utah.edu with any questions regarding the standards and s</li></ul>		r own, u with , and bring re with actual ( to set ultiply arding	J Willard Marriott Library Knowledge Commons 295 S 1500 E, Level 2 Salt Lake City, UT 84112 (801) 581-6273 Supplier PRINTING SERVICES, KNOWLEDGE COMMONS Fulfillment Address PRINTING SERVICES, MARRIOTT LIB: 295 S 1500 E, LEVEL 2 SALT LAKE CITY, U 84112 US Supplier +1 801-581-6273 Phone	
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