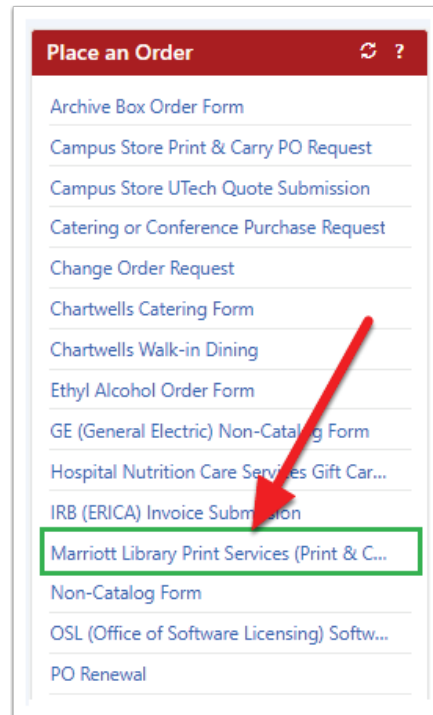


Use this form to order printing services from the Knowledge Commons desk at the Marriott Library.

A. Locate the Form

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



(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.

UShop
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.

Marriott Library Print Services (Print & Carry PO Request)

1

Print Ordering Instructions

- **Printing:** Black & white or color printing in the Knowledge Commons lab on standard letter or 11"x17" paper.
- **Poster printing:** 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.
- **Poster printing for groups:** If you would like to prepay for multiple people to print posters on their own, please coordinate in advance by emailing daniel.marsh@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.
- **3D Printing:** 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 process.

J. Willard Marriott Library
THE UNIVERSITY OF UTAH

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, UT 84112 US

Supplier Phone +1 801-581-6273

Description	Unit Price	Quantity	Ext. Price
Black & White Printing 1 sided (price per page)	0.07	<input type="text"/>	
Black & White Printing 2 sided (price per page)	0.13	<input type="text"/>	
Color Printing 1 sided (price per page)	0.23	<input type="text"/>	
Color Printing 2 sided (price per page)	0.37	<input type="text"/>	
Poster Printing (price per square inch)	0.02	<input type="text"/>	
3D Printing (price is per gram of material used)	0.04	<input type="text"/>	
Poster Tube, 42"	4.99	<input type="text"/>	
Total			0.00

recalculate list total

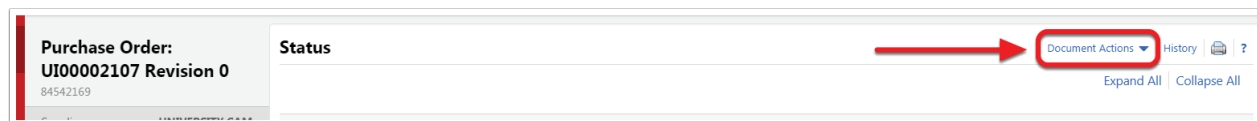
C. Complete the order in UShop

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.

Available Actions: Add and go to Cart **Go** **Close**

D. Print the PO

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

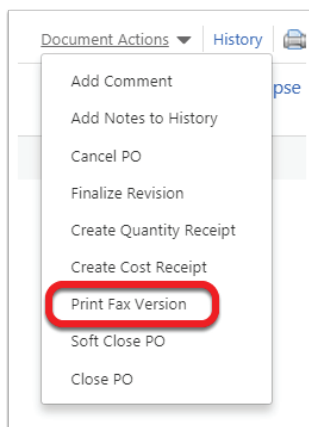


Purchase Order: UI00002107 Revision 0
84542169

Status

Document Actions History ?
Expand All Collapse All

2. Select Print Fax Version and print the PO.

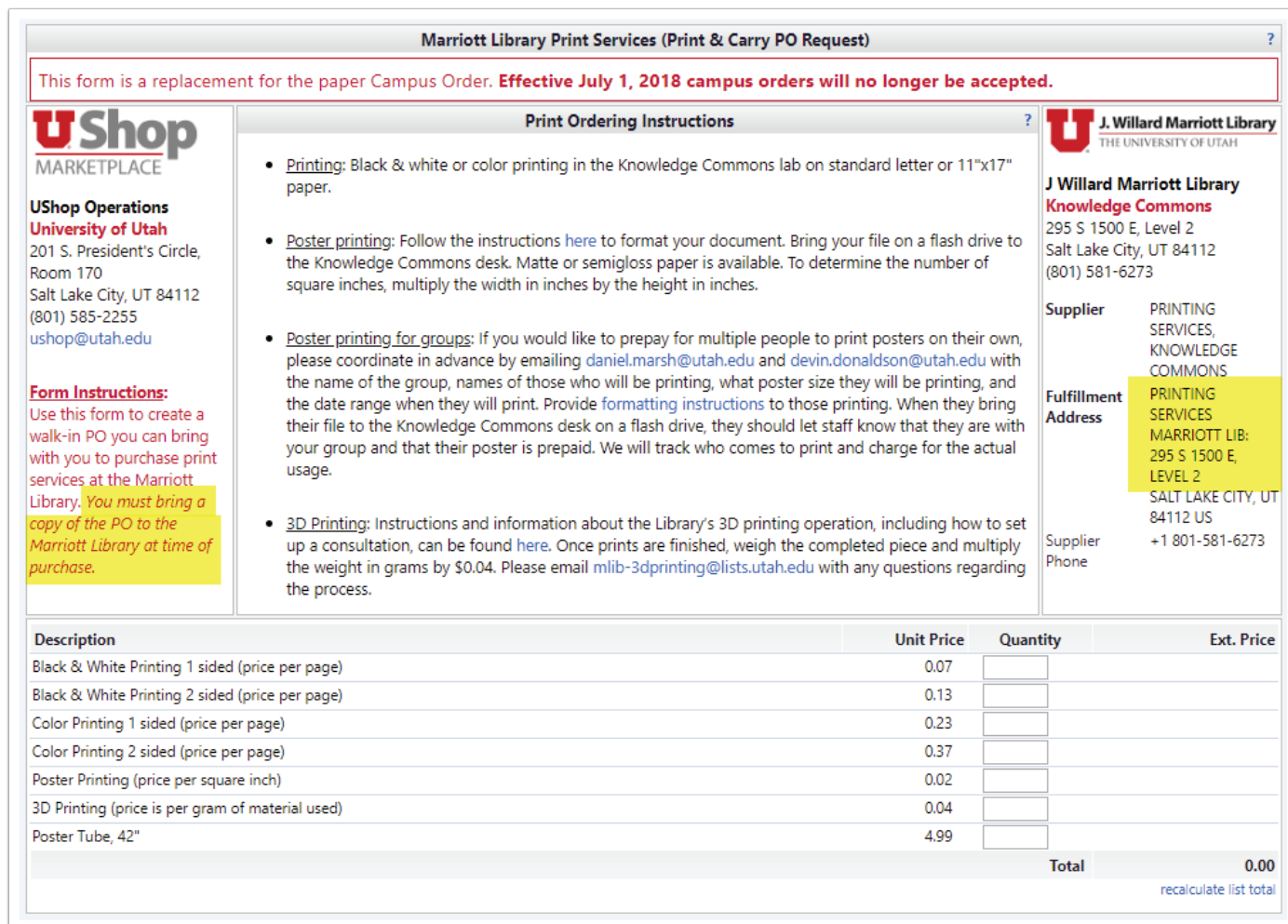


Document Actions History ?

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Cost Receipt
- Print Fax Version**
- Soft Close PO
- Close 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.



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.**

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Supplier PRINTING SERVICES, KNOWLEDGE COMMONS

Fulfillment Address PRINTING SERVICES MARRIOTT LIB: 295 S 1500 E, LEVEL 2 SALT LAKE CITY, UT 84112 US

Supplier Phone +1 801-581-6273

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recalculate list total			