DCL Services Customer Order Form

INSTRUCTIONS

NOTE: Course packet order forms are available in the O’Shaughnessy and Decio locations.

To create your order on-line, you must first type your FIRST and LAST NAME.

- Enter your department or account name (i.e., discretionary account, etc. or select “personal” if you intend to pay by cash/check/student account/Visa/MasterCard/Procard and your FOAPAL number, if applicable.

- Type your extension or a phone number where you can be reached if we have any questions regarding your order.

- You must provide the following information if you want to submit your order:
  - Select the Decio or the O’Shaughnessy location that you want to process your order and where you want to pick-up your completed order.
  - Complete the information in either the Black/White or Color sections of the form.
    - COLOR copies are only produced in the O’Shaughnessy location.
  - Select the paper size, staple, 3-hole punch, and/or binding that is preferred.

- When you select a color paper/cardstock choice:
  - Choose the color you want your copies printed on.
  - Click on the “paper” or “cardstock” button.
  - Select the paper size.

- Transparencies: Enter the number of sheets in either the Black/White or Color section of the form.

- Faxes: Enter the number of pages (including the cover page, if applicable) in the appropriate box that fits the location where the fax is being sent.

- Pick-up/Delivery Service: Please check the box on the form if you want pick-up and/or delivery service. Indicate the location where the job is to be picked up or delivered.

- Comments:
  - Provide the time and day that you need your copies (i.e., 10 AM, Tuesday).
  - Note any specific instructions to copy attached documents/files.
  - When attaching .pdf/.jpeg/.tif files, indicate the print size you want (i.e., 3”x5”, 5”x7”, 8”x10”, etc.)
  - Indicate if you would like your order delivered on Campus and provide your office address and phone number or the location where someone can sign a receiving slip.
  - You can complete an order form in advance for journals, magazines, textbooks, etc. copies. Please note in the Comments when you will be dropping off the materials.

PLEASE COMPLETE THE CUSTOMER SURVEY ON YOUR CONFIRMATION SHEET - THANK YOU!