

ImagePress Order Form

Name:

Needed by

MCAD Username:

Date:

Charge to:

Time:

File Name(s):





Page Count:



Copies:

Paper Type:

Page Size:

Color B&W Single-Sided Double-Sided } short edge
long edge

Staple    

Fold/Staple  Half-Fold 

Back/Front Image Alignment Needed?
** extra time is necessary for alignment**

NOTES

*Please pay attention to our standard turnaround times.
All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.*

Total Sheets:

Total Prints:

Total Cost:

Paid?

\$

