



Printing Services @ Russell House
1400 Greene Street
Suite 019
803-777-3820
psrh@sc.edu
Fax 803-777-3598

THIS AREA FOR INTERNAL USE ONLY

Job #: _____

Customer Information

Name: _____
Phone #: _____ Email: _____

Electronic File Information

Note: All files should be submitted in pdf format, with your last name in the title.

File Name & Format: _____

Printing Information

All dissertations & theses are printed 1-sided and on 25% cotton paper unless otherwise stated in Special Instructions below.

Total # of pages: _____ Approx. # of pages printed in **Color Ink**: _____ Approx. # of pages printed in **Black Ink**: _____

Special Instructions/Comments: _____

Customer to Pick Up **Printing to Ship:** Address _____
Address _____
City _____ State _____ Zip _____

Hard Back Binding Information

Spine Text: _____

Last Name, First Initial	Degree Abbreviation	Year
Choice of Binding Colors: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;">GARNET</div> <div style="background-color: #000000; color: white; padding: 5px; text-align: center;">BLACK</div> </div>		Total to be Bound
Qty: _____ Qty: _____		

Most departments require the Garnet, however you can order mixed colors.

I understand that I am solely responsible for full payment of this order at the time of order submission.
I also understand that Printing Services @ Russell House
does **not** accept credit or debit cards and payment must be in the form of either : **Cash, Check or Carolina Card.**

Agreed By: _____ Date: _____

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# of Color Pages _____ x Qty _____ = _____ x \$ _____ = \$ _____	Payment Information: Department: _____ <input type="checkbox"/> Cash <input type="checkbox"/> CarolinaCard <input type="checkbox"/> Check # _____ Clerk's Initials _____ <small>Cashier must also initial type of payment.</small> Date Payment Received: _____ Receipt #: _____
# of Color Backs _____ x Qty _____ = _____ x \$ _____ = \$ _____	
# of Black Pages _____ x Qty _____ = _____ x \$ _____ = \$ _____	
# of Bindings _____ x \$ _____ = \$ _____	
8% Sales Tax = \$ _____	
Shipping Qty _____ x \$ _____ = \$ _____	
Total Cost \$ _____	

Received By: _____

Date: _____