



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

Job #: _____

Binder Date: _____

THIS AREA FOR INTERNAL USE ONLY

Customer Information

Order Date: _____

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 50% 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 Degee Abbreviation Year

Choice of Binding Colors:



Qty: _____ Qty: _____

 Total to be Bound

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

I understand that I am solely responsible for full payment of this order and failure to provide payment will result in my diploma being withheld until payment is rendered. 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 40¢ = \$ _____

of Black Pages _____ x Qty _____ = _____ x 10¢ = \$ _____

of Bindings _____ x \$70.00 = \$ _____

Shipping Qty _____ x \$8.00 = \$ _____

Total Cost \$ _____

Payment: Department: _____

Cash CarolinaCard Check # _____ Clerks Initials _____

Cashier must also initial type of payment.

Notifications:

Date	Phone	Email	Initials

Received By: _____

Date: _____