

Thorpe Center Work Order Form

The Thorpe Center offers poster printing and audio / video services, including dubbing and duplication for All Faculty, Staff and Students affiliated with Illinois Wesleyan University

FOR ACADEMIC USE ONLY

Audio / Video Services Only:

Name: _____

E-mail: _____

Date of Request: _____

Please consult with Mike or Brian if you have questions

Turn-around time is 2 full business days, you will be contacted via email for pickup at Service Desk

Audio Dubbing:

Media type: Circle one please

Cassette LP Reel to Reel VHS CD DVD

Convert to: CD__

Copies__

Video Dubbing:

Media type: Circle one please

VHS / Mini DV /Hi-8 Cassette /Video Camcorder / DVD/ Digital Camera

Convert to: DVD-R__

Copies__

Media available at the service desk
CD\R—DVD\R \$ 0.25 / \$0.50

Poster Printing Only: ALL FIELDS REQUIRED

Name: _____

E-mail: _____

Date of Request: _____

Please consult Mike or Brian if you have questions

Turn-around time is 2 full business days, you will be contacted via email for pickup at Service Desk

Name of File _____ Win__ Mac__

Software used to create poster _____

File Type: JPEG__ PPT__ PDF__

Poster Size Width: _____ Height: _____

How many Copies: _____

Cash: _____ Check: _____

Department Account # _____ - _____

INDEX # (6 DIGITS) ACCOUNT # (6 DIGITS)

Department Account number is a required field if charging back to any campus department

Credit / Debit Cards are not accepted

24" paper up to 48" in length - \$4.00

36" paper up to 48" in length - \$5.00

42" paper up to 48" in length - \$6.00

Additional length over 48" - \$1.00 per foot

Emailed Client _____ Awaiting Pickup _____

Date _____ Student Assistant Name _____

Collected payment _____