

Thorpe Center Work Order Form

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

Please contact Mike Limacher and or Brian Sheehan for assistance

Audio Video Services Only:

Name: _____

E-mail: _____

Department: _____

Date of Request: _____

Turn-around time is 2 full business day, you will be contacted via email for pickup in room 301A

Audio Dubbing:

Media type: Circle one please

Cassette LP Reel to Reel VHS CD DVD

Convert to: CD__ DVD__

Copies__

Video Dubbing:

Media type: Circle one please

VHS Mini DV Cassette Video Camera CD
DVD

Convert to: CD__ DVD__

Copies__

Media not provided for copies

Poster Printing Only:

Name: _____

E-mail: _____

Department: _____

Date of Request: _____

Turn-around time is 2 full business day, you will be contacted via email for pickup in room 301A

Name of File _____

File Type: _____

Poster Size Width: _____ Height: _____

How many Copies: _____

Department Account # _____

Cash: _____ Check: _____

Credit / Debit Cards are not accepted

24" paper up to 48" in length - \$3.00

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

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

Additional length - \$1.00 per foot

For staff use only

Emailed client _____

Collected payment _____

Date _____

Notes _____

