

Copy Services Order – MC Square Instructions

Log on to MC SQUARE

Select the EMPLOYEE TAB

Scroll to the COPY SERVICES Channel (this option is also available under Quick Links)

Select PLACE A COPY ORDER

Fill in Step 1: ORDER DETAILS (you will not be allowed to continue until all necessary fields have been completed)

Account Name: College Press (3075) Account Number: 3075 - 6313
Submitted By: Carole A. Hutchison Phone Number: 717 691 6030 Extension: 5609
Name of Job: Date Submitted: 19-APR-11 Date Requested: Time of Day: p.m.
No. Finished Pieces: No. of Originals/Pages: Fineness Size of Piece:
Number of Sides: one two Sample Attached? Yes No

Ink:
 Black Color Copies

Paper:
Type Weight Color [Click Here to View Paper Choices](#)

Folding: Check One: Copy in Copy out
Fold Type: Parallel Fold
 Double Parallel Fold
 Mailbox Fold
 Letter Fold
 Z Fold
 Gate Fold (sample must be provided)

Finishing:
 No Finishing
 Corner Staple
 Booklet
 Plastic bind
 Tapebind
 Collate
 Cut/trim
 Tablet (50) (100)
 Padding NCR
 Tabbings
 Perforate/Score
 Score
 Shrinkwrap
 Laminate
 Foam Core Mounting
 Drill (3-hole) (as marked)

Step 2: ATTACHMENTS tab

BROWSE and locate file you wish to attach -

Step 1: Order Details Step 2: Design Info / Attachments Step 3: Delivery Details Step 4: Comments / Invoice Info Step 5: Re

Step 2: Design Information / Attachments

File and Design Information:

Designed by: Publications College Press
 Proof Required Text and/or images provided electronically
 This is an exact reprint Updated reprint (new text - same design)
 File is provided Print Ready New job (new text - new design)

Upload all electronic files that you need to attach to this order:

1: Click on the "Browse" button and then locate your file ...

... then wait for your file name to appear in the box above.

2: Click on the "Upload Attachment" button.

- PLEASE NOTE:**
- PDF files are the preferred file type for attachments.
 - MS Word attachments run a risk of reformatting.
 - If you are unsure of how to create a PDF file, please contact ITS Desktop Support.

When the file appears in the BROWSE field select UPLOAD ATTACHMENT

When the ATTACHMENTS FOR THIS ORDER appears, proceed to Step 3: DELIVERY DETAILS tab

Select WILL PICK UP or DELIVERY and fill in pertinent information (*Choose only one*)

Step 1: Order Details Step 2: Design Info / Attachments **Step 3: Delivery Details** Step 4: Comments / Invoice Info Step 5: Review and Submit

Step 3: Delivery Details

Will pick up (name) (phone#)

Please deliver to the following (First and Last Name):

Name	Building	Room Number	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 - 4

Proceed to Step 4: COMMENTS

Include in the comments section any special instructions you may have for this job.

Step 1: Order Details Step 2: Design Info / Attachments Step 3: Delivery Details **Step 4: Comments / Invoice Info** Step 5: Review and Submit

Step 4: Comments

Invoice:

Please send a PDF version of the invoice to the following email address:

Include These Additional Items:

Test Scoring Forms Qty Blue Books (Large) Qty
 Blue Books (Small) Qty

Comments:

Enter any additional instructions or comments in the box below:

0 of 600

NOTE: Your comments can not exceed 600 characters. Excess characters will be truncated.

[Navigate forward and backward through the order steps by clicking on the appropriate tabs.](#)

Proceed to Step 5: REVIEW AND SUBMIT

Step 1: Order Details Step 2: Design Info / Attachments Step 3: Delivery Details Step 4: Comments / Invoice Info **Step 5: Review and Submit**

Step 5: Review and Submit

YOUR ORDER WILL NOT BE SENT UNTIL YOU CLICK ON: **SEND CONFIRMATION EMAIL TO:**

Please review your order summary. If any of the information is incorrect, click on the appropriate tab, make adjustments, and then return to this page.

Scroll and review the information you have recorded. When you are finished, select SUBMIT button. If the submission is successful you will see a THANK YOU banner. If you encounter any difficulties with this form, please contact College Press at 717-691-6030 or Extension 6030 from any phone on campus.