



HUB CopyCentral: Student Order Form

NAME _____

PHONE _____ EMAIL _____

DEPARTMENT _____

DEPARTMENT ADDRESS _____

TYPE OF PAYMENT _____ CC/IO _____

SIMBA Account Number Only

DUE DATE _____ PICK UP BY _____

Payment must be finalized before the order is processed

COPIES

of originals _____

- hard copy
- digital

of copies _____

- black and white
- color
- single sided
- double sided
- collate

PAPER

Size _____

- 20# text
- 24# text
- 65# cover
- 3-hole
- tabs (MPC)
- other

FINISHING

- staple
- coil
- thermal (MPC)
- fold
- saddle stitch
- laminate
- trim

POSTERS

Size _____

of copies _____

- laminate (MPC)*
- foam core mounting (MPC)*

**3-5 days turnaround*

SPECIAL INSTRUCTIONS

SAVE YOUR COMPLETED FORM, THEN EMAIL IT WITH YOUR FILE(S) TO

HUBCopyCentral@psu.edu

For more information, contact HUBCopyCentral@psu.edu or call 814-863-2988