



Print Center Worksheet for Printed Snap Surveys

WHAT THIS FORM IS FOR:

This worksheet is for supplying details about your **printed** Snap Surveys project.

You won't need this worksheet if your survey will be done exclusively online, whether in Snap or Prezza.

The Print Center will enter specifications for your print job on a standard work order; this form covers everything else needed to accept & return your computer files, prepare for printing, scan completed survey sheets and (optionally) pick up & deliver your materials.

CONTACT INFORMATION

Name _____
Campus Address _____
Phone(s) _____
E-mail _____

SNAP FILE SPECIFICATIONS

MDF File Name _____

File Location _____

of Pages in Survey _____

Scanner Registration

- Survey is set up w. Locator Blocks
- Will Need Manual Calibration

Pagination *(for multiple-page surveys)*

- Has Page Numbers Please Add Page Numbers
- No Pagination *(not recommended)*

Orientation

- Portrait *(best)* Landscape

Layout

- Full Sheet *(best)* Booklet
- Other *(not recommended)* _____

Sheet Size *(This is the flat paper size, before any folding.)*

- Letter *(8.5" x 11", best)* Ledger *(11" x 17")*
- Other *(not recommended)* _____

NOTES

PROJECT SCHEDULE

Today's Date _____ / _____ / _____
Date Printed Surveys Needed _____ / _____ / _____
Date Scanned Data Needed _____ / _____ / _____
Date Completed _____ / _____ / _____

PICK UP & DELIVERY PREFERENCES

Once printed:

- I'll pick up my print order at the Print Center.
- Please deliver to my Campus Address.
- Please deliver to a different address: _____

Once scanned:

- I'll pick up my scanned surveys at the Print Center.
- Please deliver to my Campus Address.
- Please deliver to a different address: _____

OFFICE USE

Attach to Work Order # _____
Clerk _____
Pages Scanned _____
Date Started _____ / _____ / _____
File Storage Data Path _____
File Name _____
Date Files Put in Storage _____ / _____ / _____