

FAST COPY ORDER HOW-TO

1. **Start the Form:** <https://students.uwrf.edu/fastcopy>
2. **Choose your Customer Type**
 - **IF YOU HAVE AN APPROVED RSO FUNDING ALLOCATION THROUGH FINANCE COMMITTEE, CLICK [CAMPUS](#).**
 - **IF YOU DO NOT HAVE AN RSO FUNDING ALLOCATION THROUGH FINANCE COMMITTEE, CLICK [COMMUNITY](#).**
 - **If you are unsure, click [COMMUNITY](#).**

CAMPUS CUSTOMER

1. Phone number
2. Free Pick Up
3. Department: [Student Organization](#)
4. Student Org: Put in your Student Org's name
5. Work Tag—Should autofill
 - PG000000256 | CC006240 | FD0128 | FN0000 (Hit the validate button)
5. File Delivery: Print order
6. Upload your document
7. Job Name: Title it what you want with your student organization's name (I.e. Taylor Swift Club: Bingo Cards)
8. Date Required: Put the date you need
9. Printing Services Requested: Pick your service. Most common is "Document Printing" (copies of your project)
10. Order Quantity: How many copies do you want
11. Page count: The number of pages in your project
12. Sides: Single sided or double sided
13. Collate: Collated or uncollated
14. Ink: Color or black and white
15. Paper Size: Click from the list of options, or choose a custom size
16. Orientation: Portrait or landscape
17. Scaling: Keep Size OR Bleed
18. Paper Type: Pick your paper
19. Binding: Yes or no
20. Finishing: If you want it cut, put the size you want it cut in inches. Or select a different finishing option
21. Click the last check box that you have read the terms

COMMUNITY CUSTOMER (NOT USING RSO FUNDING)

1. First & Last Name
2. Email & Phone
3. Free Pick Up
4. Organization: Put your student org
5. Payment Information: Pay at pickup, or invoice
6. File Delivery: Print Order
7. Upload your document
8. Job Name: Title it what you want with your student organization's name (I.e. Taylor Swift Club: Bingo Cards)
9. Date Required: Put the date you need
10. Printing Services Requested: Pick your service. Most common is "Document Printing" (copies of your project)
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