From inside “Print Job Request” click on “Print Services Work Request (pdf)”

An order form should open in a new browser tab but DO NOT fill out in the tab.

Wait!

Hover over bottom right & click-

…and...

Direct to…(Desktop)

Click “Save” icon.

~then

Right click on the file.

Say!

“Open with” Adobe Reader

Fill out in Adobe Reader

Remember to SAVE!

Attach to email with print file

printdesign@willamette.edu