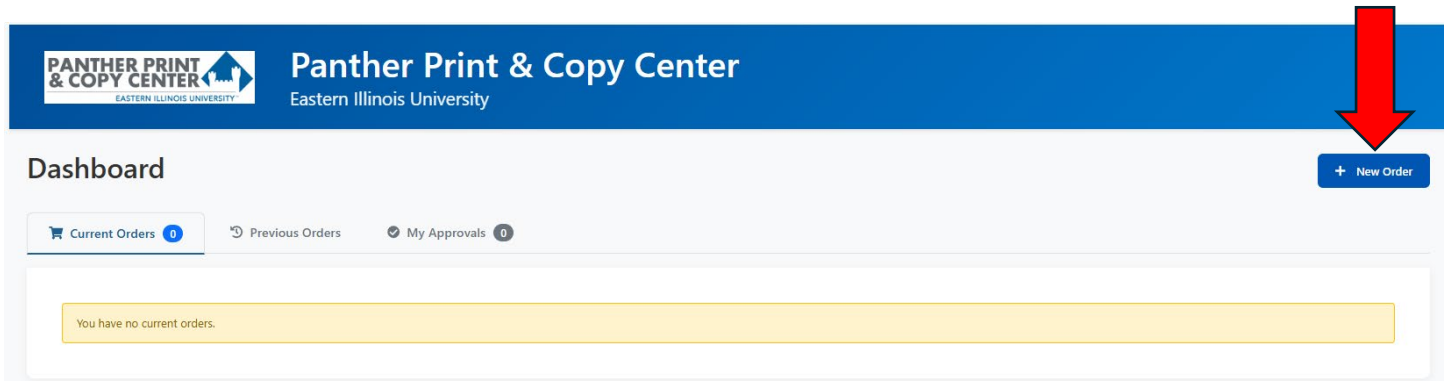


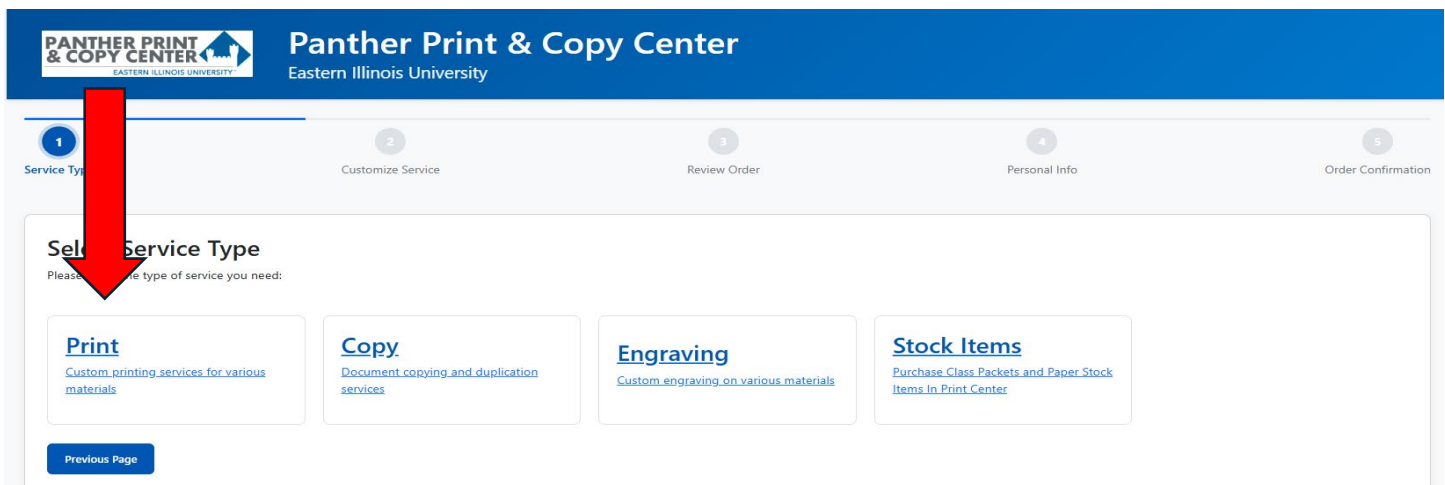
Print Center –PLACING AN ORDER – Books/Programs

Use this link: <https://mainwebprod.eiu.edu/busoffapps/apps/ppcc/ppccDashboard.php>

- **Click + New Order**



- **Click Print Tab**



- **Click Books/Programs Tab**

Print Options

Please select the option you'd like for your print service:

Envelopes

Custom printed envelopes in various sizes and styles

Business Cards

Professional Business cards in various styles

Letterheads

Custom letterheads for your needs

Posters/Flyers/Pluggers

High-quality posters and promotional materials

Wide Format

Large-size printing for banners, posters, yard signs and displays

Books/Programs

Professionally bound books and event programs

Notecards/Greeting Cards

Custom notecards and greeting cards with personalized designs

Notepads

Custom notepads perfect for jotting down notes, lists, or messages with a personal touch

Post Cards

Professional Postcards

NCR Forms

No Carbon Required Forms for Business documentation

Brochures

Informational Brochures and Pamphlets with Custom Designs

Custom Printing

Customizable promotional items and office essentials with your logo/design

[Back to Services](#)

[Review Order](#)

- **Select your order options**

Print - Books/programs

Scoring (Cover)

2

Paper Stock (Inside Pages) *

Text Stock ☒ 20lb Matte ☒

Full Bleed? (Inside Pages) *

Yes ☒

Printing on Front (Inside Pages) *

Black ☒

Printing on Back (Inside Pages) *

Black ☒

Finished Size *

4.25" x 5.5" ☒

Folding

Half ☐

Total Pages per Book (Including Cover) *

10 ☒

Quantity *

5 ☒

Drilling

3 Hole ☐

Binding

Spiral Bind ☐

Stapling

Saddle Stitch ☐

Plastic Covers

Front ☐

Perforation *

No ☒

Upload Design

Choose file...

Preferred Date of Delivery *

08/26/2026 ☒

Accepted formats: PDF, JPG, PNG, AI (max 10MB)

Weekends are not available for delivery.

Additional Instructions

Any special requests?

The selected specifications require a custom quote. You can expect an estimate within 3 business days.

- Stock provided by Customer. Are you supplying your own paper for the cover?
Yes/No

- Paper Stock (Cover) – What type of paper would you like for the cover? Index, Cover, Text Stock, Coated on Front, or Coated on Front and Back
- Full Bleed? (does your cover design go clear to the edge of the paper?) Yes/No
- Is there printing on the front of the cover? Color or Black
- Is there printing on the back of the cover? Color or Black
- Scoring? (for a clean, easy fold on heavier cover stock)
- Inside Pages Options
- Paper Stock (Inside Pages) – Text Stock
- Full Bleed? (does your inside page design go clear to the edge of the paper?) Yes/No
- Is there printing on the front of the inside pages? Color or Black
- Is there printing on the back of the inside pages? Color or Black
- Finished Size? 4.25" x 5.5", 5.5" x 8.5", 6" x 9", 8.5" x 7", 8.5" x 11", 9" x 12", or Customize
- Folding? Half or Customize
- Total Pages per Book (including cover)
- Quantity?
- Drilling? 2 Hole, 3 Hole, or Customize
- Binding? Plastic Ring (GBC) or Spiral Bind
- Stapling? Saddle Stitch, Top Right, Top Left, 2-Staple Left, or 2-Staple Top
- Plastic Covers? Front or Front and Back
- Perforation?
- *** Additional instructions: This can be where you put a specific paper color, or if you chose custom size, you can add the size you want your poster or any other comments not specified on this form.
- Calculate price
- Add to Cart

Once items are added to your cart, you may add additional prints if needed or you can review your cart by clicking on the your cart (1st screenshot) or Review your order (2nd screenshot)

Proceed to Checkout for printing

**Panther Print & Copy Center**
Eastern Illinois University

1
Service Type

2
Customize Service

3
Review Order

4
Personal Info

5
Order Confirmation

Personal Information

Request Type: * ☒ Departmental Transfer ⓘ ☐ Student/Staff/Faculty/Student Org ⓘ

Department: *

Billing Org Number: *

Contact Person: *

Email: *

Phone: *

Delivery Address: *

[Back to Review](#) [Submit Order](#)

Start this form by checking whether your payment will be through a Department Transfer or paying through cash or credit

Department Transfer -

- Start typing Department Name.
- The billing org number will automatically show up
- Type the contact person's name
- The email address will automatically show up. (If you don't want to use this email, you may type in a different one.)
- Enter a phone number
- The delivery address will populate for the department since this is a Department Transfer

Once you submit your form, you will see this screen.

**Panther Print & Copy Center**
Eastern Illinois University

1
Service Type

2
Customize Service

3
Review Order

4
Personal Info

5
Order Confirmation



Order Submitted

Order Number
54

Your order has been submitted successfully.

Processing
1-2 business days

Updates
Via email

Questions?
(217) 581-3820

[View My Orders](#) [New Order](#)

Student/Staff/Faculty/Student Organization –

This is for anyone with an E# paying personally:

Personal Information

Request Type: * ☐ Departmental Transfer ¹ ☒ Student/Staff/Faculty/Student Org ¹

Contact Person: * Email: *

Phone: *

☐ Tax Exempt? ¹

Back to ReviewSubmit Order

- Enter the contact person's name
- EIU email will automatically populate. You may change this if you would like
- Enter the phone number
- Check the box if you are Tax Exempt.
 - Enter your tax-exempt number
 - Upload your certificate
 - This will have to be included before tax exempt is authorized.
- Submit Order

Confirmation screen once order has been submitted

**Panther Print & Copy Center**
Eastern Illinois University

1
Service Type

2
Customize Service

3
Review Order

4
Personal Info

5
Order Confirmation



Order Submitted

Order Number
55

Your order has been submitted successfully.

**Processing**
1-2 business days

**Updates**
Via email

**Questions?**
(217) 581-3820

View My OrdersNew Order

Department Workflow Queue

PERSONAL/EIU EMPLOYEE/EIU CLUB

