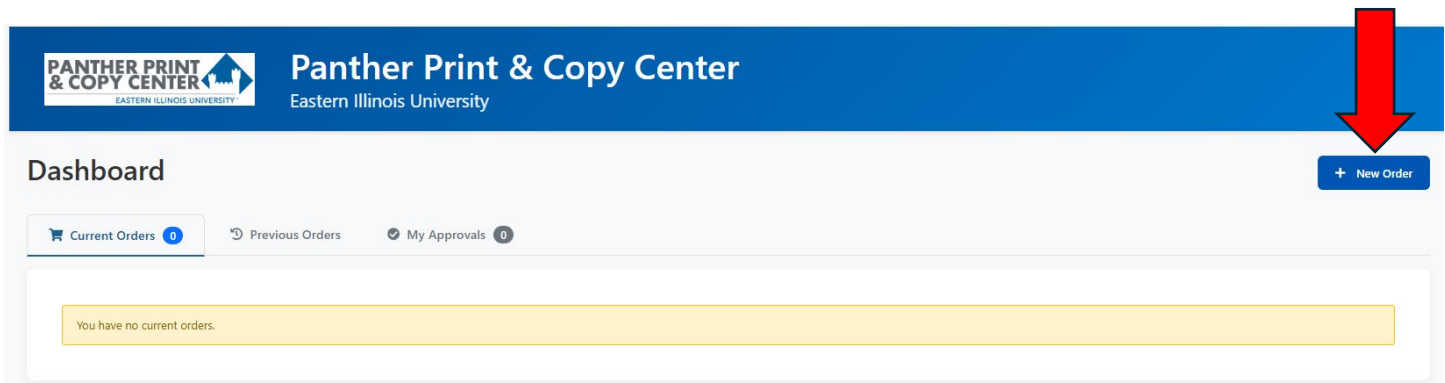


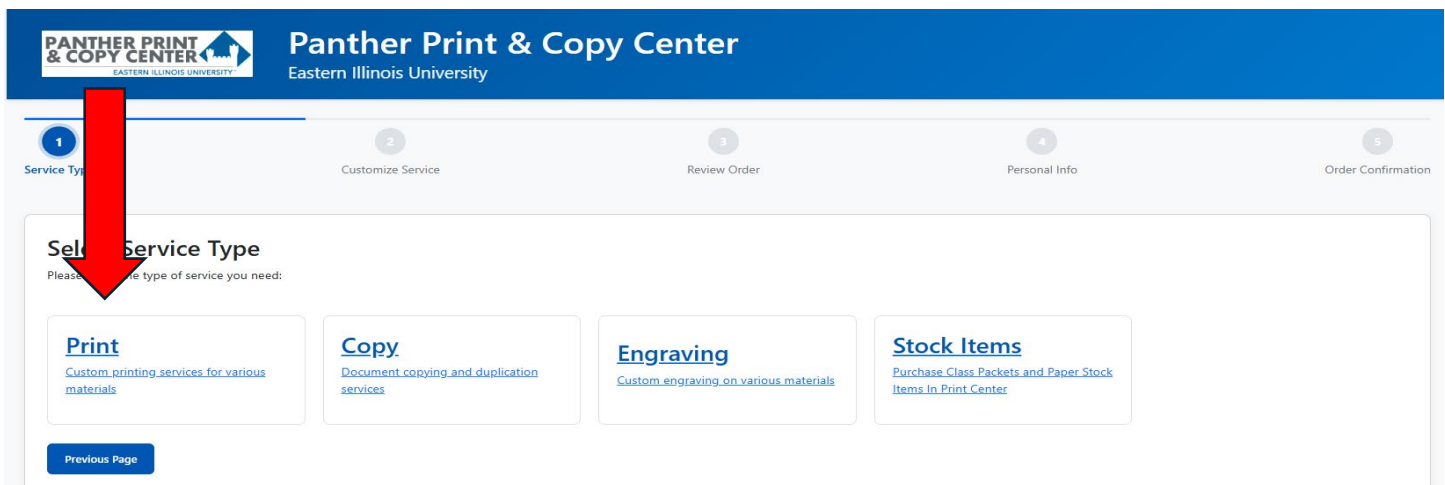
Print Center –PLACING AN ORDER - Brochures

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

- **Click + New Order**



- **Click Print Tab**



- **Click Brochures 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 - Brochures

Stock provided by customer *

No

Paper Stock *

Index

90lb Matte

Full Bleed *

Yes

Printing on Front *

Color

Printing on Back

Select Printing on Back

Folding

Half

Scoring

0

Shrink Wrapping (Enter pieces per bundle)

0

Finished Size *

3.5" x 8.5"

Quantity *

150

Upload Design

Choose file...

Browse

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?

Subtotal: **\$166.38**

This is just an estimate. Final prices may vary.

Cancel

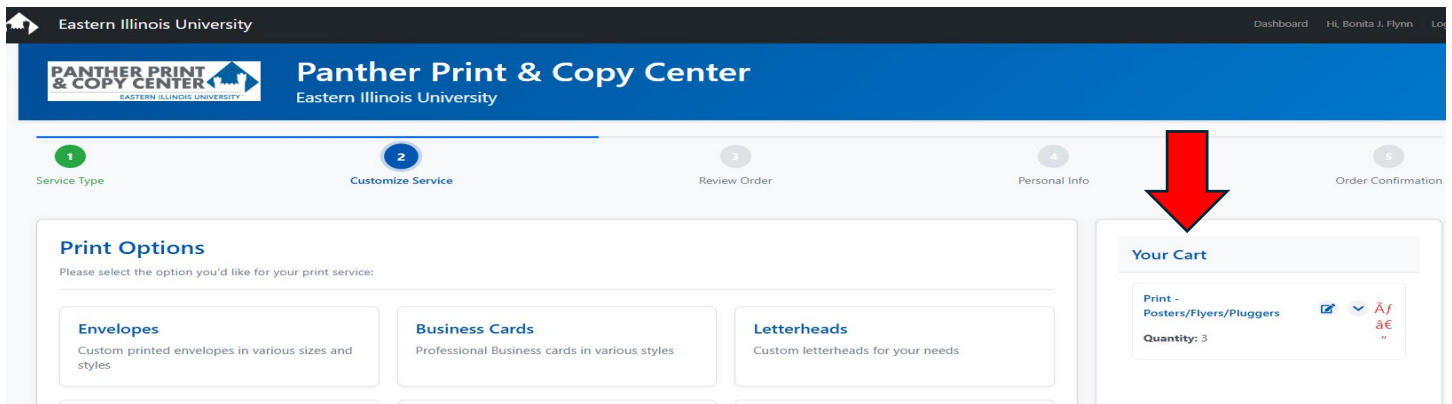
Add to Order

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

- Paper Stock – What type of paper would you like to use? Index, Cover, Coated on Front, Coated on Front and Back, or Text Stock
- Full Bleed? (does your design go clear to the edge of your paper?) Yes/No
- Is there printing on the front? Color or Black
- Is there printing on the back? Color or Black
- Folding? Half, Accordion/Fan, Letter/Brochure, or Customize
- Scoring?
- Shrink Wrapping? (enter pieces per bundle)
- Finished Size? 3.5" x 8.5", 4" x 6", 4.25" x 5.5", 5" x 7", 5.5" x 8.5", 8.5" x 11", 8.5" x 14", 11" x 17", 12" x 18", or Customize
- Quantity?
- *** 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)

Screenshot #1



The screenshot shows the Panther Print & Copy Center website interface. At the top, there is a navigation bar with the Eastern Illinois University logo and the site name. Below this is a progress bar with five steps: 1. Service Type, 2. Customize Service, 3. Review Order, 4. Personal Info, and 5. Order Confirmation. The 'Customize Service' step is currently active. The main content area is divided into two columns. The left column is titled 'Print Options' and contains three boxes: 'Envelopes', 'Business Cards', and 'Letterheads'. The right column is titled 'Your Cart' and shows a summary of the items in the cart, including 'Print - Posters/Flyers/Pluggers' and 'Quantity: 3'. A large red arrow points from the 'Your Cart' section back to the 'Customize Service' step in the progress bar.

Screenshot #2

Posters/Flyers/Pluggers
 High-quality posters and promotional materials

Wide Format
 Large-size printing for banners, posters, 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 essentials with your logo/design

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

Review Order

- You can edit your order, remove item or save for later.
- Click the details if you would like to review the entire order

PANTHER PRINT & COPY CENTER
 EASTERN ILLINOIS UNIVERSITY

Panther Print & Copy Center
 Eastern Illinois University

1 Service Type
 2 Customize Service
 3 Review Order
 4 Personal Info
 5 Order Confirmation

Review your Order
1 item

#	Service Type	Quantity	Price	Actions
1	Print - Posters/Flyers/Pluggers	3	13.20	Edit Remove No File Save for Later Details

[Back to Service Options](#)
[Proceed to Checkout](#)

If you have a file to send, make sure it's attached to order before submitting

Proceed to Checkout for printing

PANTHER PRINT & COPY CENTER
 EASTERN ILLINOIS UNIVERSITY

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: *
 Enter the Requesting Department Name

Billing Org Number: *
 Enter the Billing Org Number

Contact Person: *
 Name of the Contact Person

Email: *
 Email Address of the Contact Person

Phone: *
 Mobile Number of the Contact Person

Delivery Address: *
 Enter the delivery address

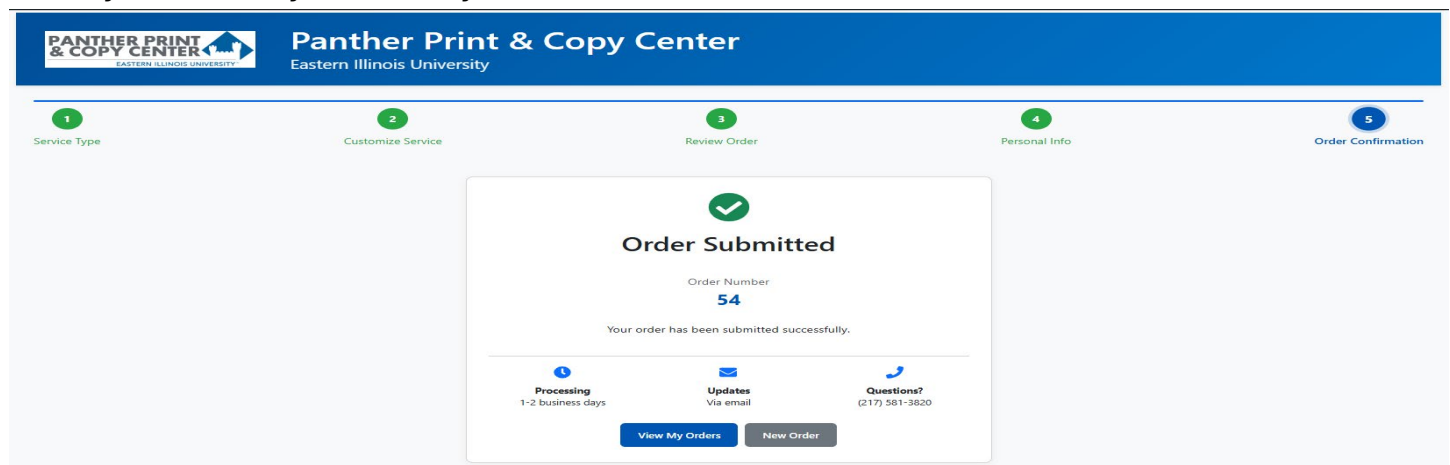
[Back to Review](#)
[Submit Order](#)

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

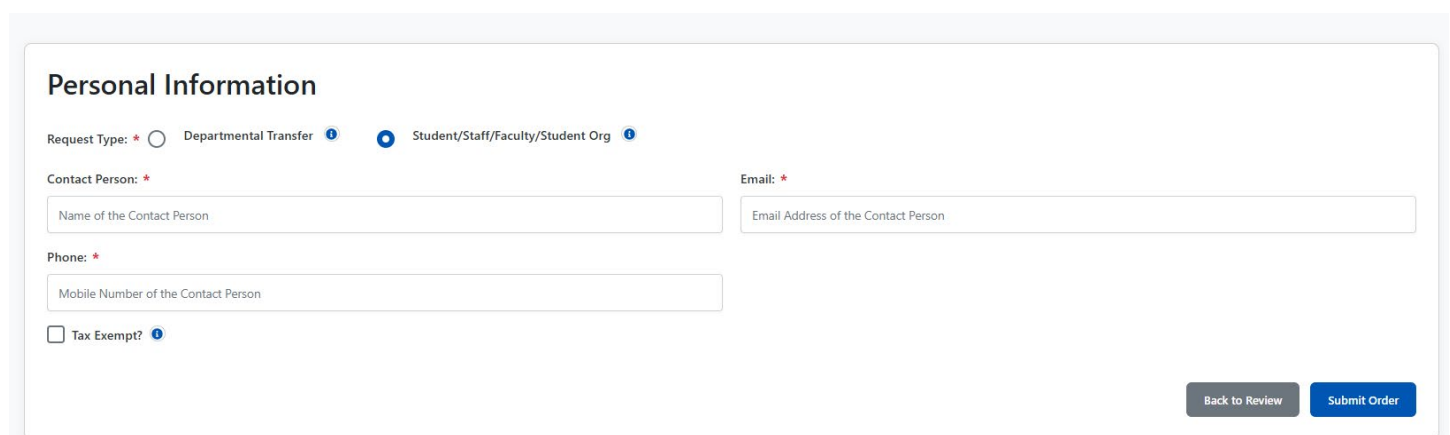
Once you submit your form, you will see this screen.



The screenshot shows the 'Order Submitted' confirmation page for the Panther Print & Copy Center at Eastern Illinois University. At the top is a blue header with the center's logo and name. Below the header is a progress bar with five steps: 1. Service Type, 2. Customize Service, 3. Review Order, 4. Personal Info, and 5. Order Confirmation. The 'Order Submitted' message is centered, featuring a green checkmark icon, the text 'Order Submitted', the order number '54', and a confirmation message: 'Your order has been submitted successfully.' Below this, there are three service options: 'Processing' (1-2 business days), 'Updates' (via email), and 'Questions?' (contacting 217.561.3620). At the bottom are two buttons: 'View My Orders' and 'New Order'.

Student/Staff/Faculty/Student Organization –

This is for anyone with an E# paying personally:



The screenshot shows the 'Personal Information' form for Student/Staff/Faculty/Student Organization. The form has a title 'Personal Information' and a 'Request Type' section with two radio buttons: 'Departmental Transfer' and 'Student/Staff/Faculty/Student Org', with the latter selected. Below this are three required fields: 'Contact Person' (with a sub-label 'Name of the Contact Person'), 'Email' (with a sub-label 'Email Address of the Contact Person'), and 'Phone' (with a sub-label 'Mobile Number of the Contact Person'). There is also an optional checkbox for 'Tax Exempt?'. At the bottom right are two buttons: 'Back to Review' and 'Submit 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

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 Orders New Order

Department Workflow Queue

PERSONAL/EIU EMPLOYEE/EIU CLUB

