Instructions for University Printing Submission

1. Start at the University home page https://www.udel.edu/
2. Select quick links and go down to A-Z index, then select the letter “U”
3. Select “University Printing” then select “Ordering”
4. Select “Online Order Desk”
5. If it is your first time ordering from University Printing, please take the time to create an account
6. Once you have your account set up or are signed in, you will complete the order form
7. Select “Digital Printing Work Order”
8. Place your order with your attachment, use purpose code MATH110000 and indicate Mathematical Sciences as the department
9. Once you submitted the form, you will get a job number
10. Print your order
11. Log out

Once you have gotten a job number, send an email to math-staff@udel.edu to let them know that a job has been submitted. Please include the job number, expected delivery date, and a short description of the work ordered (Class number and number of copies).