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).