

## eReserve Printing Request Form

This form is to be used to request eReserve documents to be printed and mailed to CSU students. The eReserve Printing service will print all 'eResource' documents linked to the Subject Code(s) you nominate.

1. Please complete the information in the boxes below.
2. Once complete, click the 'Submit' button at the bottom of the form. An email with your request will be sent to CSU Printery and a copy will be sent to the email address you have provided on the form.
3. Make a payment of the 'Total Due' amount which is automatically calculated under Printing Costs below.

### Student Information

Student ID			
Student Name			
Email			
Contact Phone			
Postal Address	Street Address		
	Suburb		
	State	Postcode	
	Country		

### Subject Information

Please provide the Subject Code for each subject and the total number of pages in all of the 'eResource' documents for each subject. The page range can be found in the Title or Variant Title field under the 'Details' link of each listing in PRIMO. Note: Any material of type 'Book', individual documents, or parts of a document cannot be printed through this service.

Subject Code (6-digits) e.g. PSY202	Number of 'eResource' documents for this Subject	Total Number of Pages (total for all docs in the subject)
<b>Total Number of Pages to be Printed</b>		

### Printing Costs

Below is a calculation of the cost of the printing you have requested above. Printing is charged at \_\_\_\_\_ per page.

Cost of Printing	
Cost of Postage (flat charge per order)	
<b>Total Due (GST free)</b>	

### Make Payment

The requested documents will be printed and mailed once the payment has been received. Payments must be made via the Secure Student Payments portal [https://online.csu.edu.au/Inter/Action?type=B&cmd=web\\_payments](https://online.csu.edu.au/Inter/Action?type=B&cmd=web_payments)

- Select the 'View or PAY for Cart contents' link to proceed to the checkout and payment pages.
- Within Secure Student Payments, select the 'Make a payment for an item not shown above' link.
- Type the Total Due from this form into the box next to the 'eReserve Printing' and click the cart icon.

### Submit Form and send Email

*We recommend that you save a copy, prior to submitting this request.*