Mound City Library

# 3D Printing Request Form

By filling out this form, you are agreeing to the Library’s 3D Printing Policy and Procedures.

* You will be notified by phone when your item is completed.
* The printing cost will be added to your account at the time of completion.
* You will pay the printing fee and pick up the item at the Circulation Desk. Payment methods are cash or check only.

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| --- | --- |
| Please complete the following information and turn in with your USB drive. | |
| Date |  |
| Name |  |
| Email Address |  |
| Phone Number |  |
| File Name |  |
| Preferred Colors | (no color is guaranteed, up to 4 may be used) |
| Comments or Requests |  |
| Estimated Printing Fee | (PLA grams x $0.20 plus $1.00) |
| Signature |  |

|  |  |
| --- | --- |
| **Staff Use Only** | |
| Staff Accepting Form & USB |  |
| Staff Reviewing & Printing File |  |
| Date Job Completed |  |
| Total Weight & Cost | Grams $ |
| Date Job Paid & Picked Up |  |