# HOW TO ORDER FROM THE PRINT CENTER

rowan.edu/printcenter

- Create an account using your Rowan email.
- Enter your contact information.
- Under the "Address" field, enter:

    Department: SGA

    Building Floor/Suite: Chamberlain Student Center, First Floor, Suite 120
- Under "Additional Info", you will be prompted for your Chargeback Number. This refers to your Fund and Org Number, which can be obtained through SGA. (90000-67XXX)

Once your account is created you will be able to order items from duplicating. The Duplicating Center can provide a wide variety of services such as flyers, banners, postcards and much more.

Please allow appropriate production time for printing.
Call for estimated completion time.
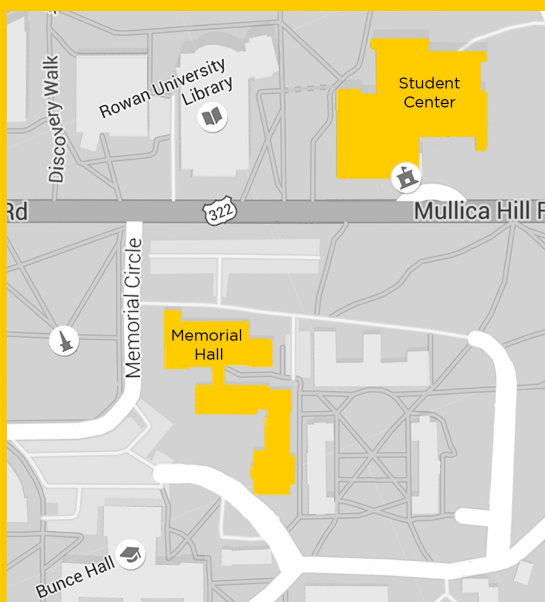
Always select "I will pick up at Duplicating" as a method of delivery when ordering. The Print Center is located in Memorial Hall.

Please call the Print Center at 856-256-4623 **with any questions.**