3D Print Work Order

Please return this form to the Core Engineering Office in JEC 3018

Date   _____

Work Order #   _____

Bill to: Name   _____

RIN   _____

Class/Project   _____

Email   _____

Phone   _____

Cost information: Zcorp machine rate is $5.0 per cubic inch and the Dimension machine rate is $10 per cubic/inch.

Quantity	STL File Name	Machine*	Units	Cost
			Total	

*Machine = D1 (soluble support), D2 (break-away support), Z (Zcorp)

*Units = mm (millimeters), in (inches)

Payment Type (Select One)

Check   ☐   Cash   ☐   Account   ☐

Account Information:

Account Number   _____

If component part include tag #   _____

Faculty Advisor Name   _____

Faculty Advisor Signature   _____

Account Financial Manager Name   _____

Account Manager Signature   _____

Sam Chiappone Signature   _____

(Get this signature last)

How to Order a 3D (Rapid Prototyped) Part

- Email a copy of the .STL file for your part to 3Dprint@rpi.edu
- You will be contacted by a technical staff member once your .STL file is received to discuss details related to the best process and machine (Zcorp or Dimension) to use to produce your part.
- Get an estimate for your part from the staff person.
- Complete a 3D-RP Request form.
  - The form is on the back of this sheet and can be located in the JEC student lounge and posted in the shop areas.
- If you are paying by check or cash fill out the top two sections on the form.
  - **Note: RCS account numbers are not accepted as payment.**
- If you are paying using a Rensselaer department account fill in all sections of the form.
  - **Design Laboratory projects (senior capstone) and MILL will use a department account. See your team advisor for an account number.**
- Return the completed form to the Core Engineering office in JEC 3018.
- You will be notified by email when you parts are complete.
- Pick up all finished parts in the Core Engineering department.

Things to Consider When Ordering a Part

- Every effort is made to deliver parts as quickly as possible. You should expect a four to five day turnaround time for most parts. This delivery time will increase during the last three weeks of the semester. Check with the staff member for an expected delivery date before you order your parts to be sure you will have your parts as expected.
- You are responsible for sending accurate .STL files. Parts will be printed as per your files supplied. Discuss build orientations, support removal, and resolution details with technical staff member before your files are built.
- Quotes are based on build and/or support material used during the process. Finished part prices are based on the greater of the two.
- You must pay for any file printed in your name so please make sure your files are correct before printing.
- Information related to printing parts can be found at:

  http://www.eng.rpi.edu/manufacturing/fabproto/index.cfm
- E-mail Sam Chiappone (chiaps@rpi.edu) with any additional questions.