EMBOSSING REQUEST FORM
Please read attached sheet before completing this form

Personal Contact Information
Date: ____/____/_____

Name: ___________________________   Phone #: _________________  Department:  __________
PRN or Acct #: _____________________      E-mail: _____________________________

Technical Information
Please use separate forms for requests involving different mold inserts or embossing materials.

Mold Insert Name: ___________________________________________________________
Mold Insert Format (refer to Appendix A): ________________________________________
Material to be embossed (refer to Appendix B):  __________________________________
Material Supplied by Customer – Y / N              Number of Samples to be embossed: _____
The User may elect to be present during analysis to direct the technician on embossing details.
Please select one:
   I request to be present for embossing, please contact me for scheduling.*
   I do not need to be present.

Comments/Instructions which may be necessary for successful processing. Please mention smallest dimension,
highest aspect ratio and point out critical structures on design **:

** It is advised that you discuss your tool design with Varshni Singh BEFORE sample embossing.
  • Forward form to( Varshni Singh, vsingh2@lsu.edu, room #130)  Place sample in the drop box provided in the receiving area near the machine.  Label sample box with name, number, email and date.
  • For technical issues contact ( Varshni Singh, vsingh2@lsu.edu). If special considerations are necessary, please include detailed instructions.
  • It is your responsibility to ensure satisfactory mold insert quality.
  • Please allow at least 5-7 working days for processing

CAMD Office Use Only:

Date received:  Comments:
Anticipated Completion date:

Performed by:  Signature of recipient:
Date:  Date received:
How to Request Embossing

1. It is recommended that customer consult with Varshni Singh, vsingh2@lsu.edu in order to discuss specific details of the mold insert.
2. Please fill in the Request Form.
3. Process Development will be carried out.

1. Please contact Varshni Singh, vsingh2@lsu.edu. Details of the Mold Insert fixture and polymer processing must be determined.
2. Appropriate fixture scheme will be devised.
3. Process development will be carried out.
Appendix A: Standard Mold Insert Formats

Appendix B: List of polymers for Hot Embossing

Polymethyl Methacrylate (PMMA), Polycarbonate (PC), LEXAN®, CYRO®, ROEHM®