

HOW-TO GUIDE: PRINT SUBMISSION

Commercial Customer's Guide

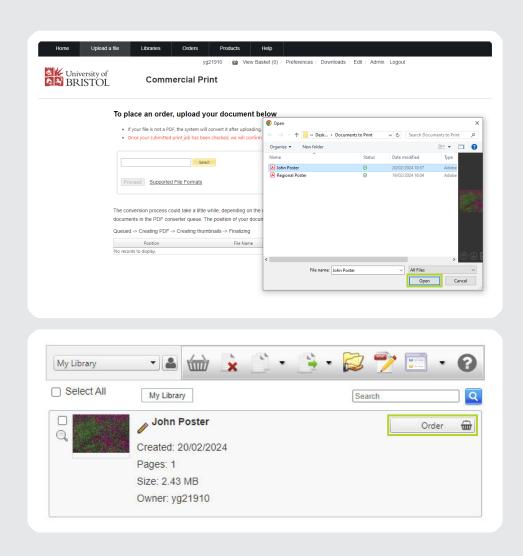




UPLOADING A DOCUMENT FILE

If you are new to Print Submission, you will need to register first. This takes less than a minute.

- 1. Click on the **Upload and Order** button.
- 2. Click on **Select** and then locate the file you would like to be printed (PDF document preferred) and click **Open**.
- **3.** Click **Proceed**. The system will then convert the file to a print ready PDF for printing and add it to your Library, this is where you can save documents and order re-prints. It is important to check this PDF prior to ordering which can be opened by clicking on the image.
- **4.** Select the document(s) you want printed and click on the shopping basket.



5. Find the product which is most appropriate for your printing requirements. Products have been placed into categories to help you make the right choice, there is also some guidance available in the column on the left. Select **Proceed** next to the selected product (some options may not be available if there are too many or few pages).

For an explanation of binding terminology, click <u>here</u>

Posters / Banners



Document Type Product Options Basket Address Shipping Confirm



Document name: John Poster

Pages: 1

Leaflets / Flyers

Posters / Banners

Booklets

NCR / Pads



A0 - A2 Poster

Pull-up Banner

A3 Table-top Banner

Uncollated / Collated / Bound (A5/A4/A3)

Booklets / 4 page leaflets (A5/A4)

Perfect Binding (A4/A4)

Leaflets / Flyers

Leaflets / Flyers / Postcards

NCR / Pads

A4 NCR - 2 or 3 part



A0 / A1 / A2 Posters

A0 (841 x 1189mm), A1 (594 x 841mm), A2 (420 x 594mm) and custom sizes. Maximum width available 900mm. Matt / Gloss / Canvas and Low-tac Wallpaper stocks available.





A3 / A4 / A5 Posters

A3 (420 x 297mm), A4 (297 x 210mm) or A5 (210 x 148mm) single sided colour posters



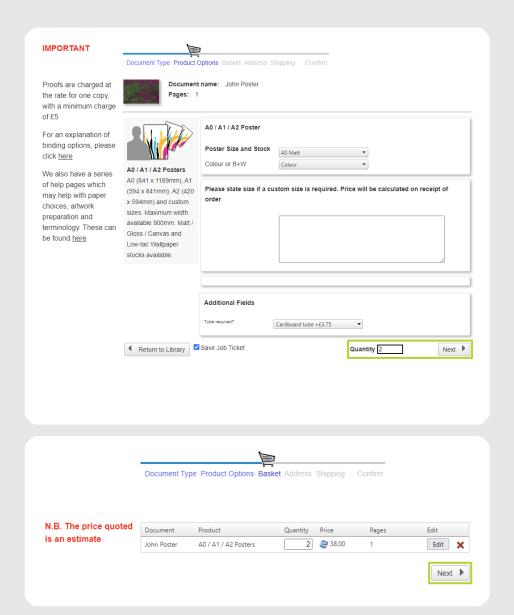


A3 Table-top Banner

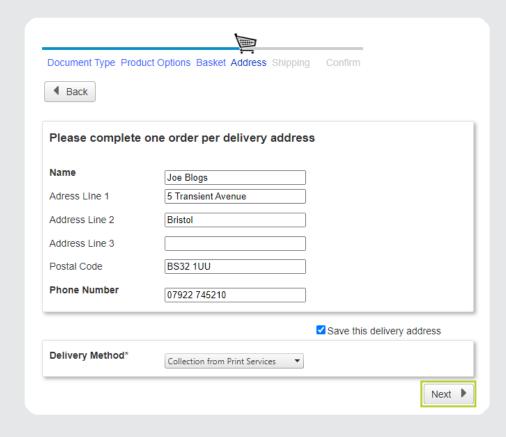
Artwork should be set to 420 x297mm to include 20mm at bottom for insertion into the banner stand



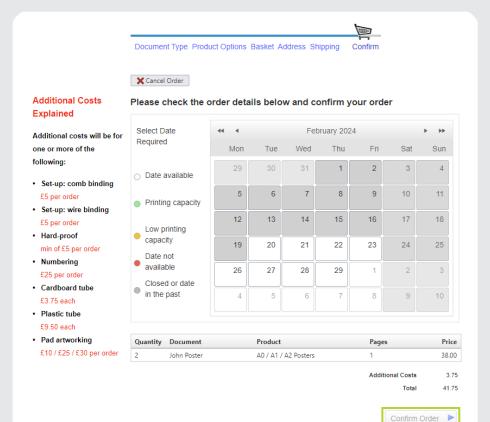
- **6.** Change the options to reflect your printing requirements. To clarify/confirm any specific print instruction please state in the further instruction box at the bottom. Note: The most common option will be shown as the default. There are links to help pages on the left where you can find explanations of binding and paper types, as well as useful tips on how to prepare your document.
- 7. State the quantity (number of copies) you require then click **Next**.
- **8.** The estimated price is shown at this stage, though some additional costs will only be specified later. You can amend the quantity or click **Edit** to amend the print instructions. To confirm the order, click **Next**.



9. Provide your delivery and contact details then click **Next.**



- **10.** At this point, you may see some additional costs, an explanation of what these relate to is on the left.
- **11.** Select your preferred delivery date. If the date you require is not available, it is unlikely we can print for this date, however, it is advisable to call Print Services on 0117 92 89099 to confirm.
- 12. Click Confirm Order.
- **13.** You will be provided with your order number and you will be sent an email confirming your order number (OrderID) and a link to the University's online shop in order to make a payment. Once payment has been received, your order will be progressed.
- **14.** Through the system you will be able to track the order through the stages:
 - Order received
 - Proof completed
 - Completed
- **15.** You will receive an email once the job has been completed. If you are collecting your job, Print Services is open from 7.45am -4.30pm Monday to Friday. If your job is being sent via the post, allow a minimum of 3 working days.



CONTACT US:

Print Services
1-9 Old Park Hill
Bristol, BS2 8BB
0117 928 9099
print-services@bristol.ac.uk

bristol.ac.uk/print-services