

HOW-TO GUIDE: PRINT SUBMISSION

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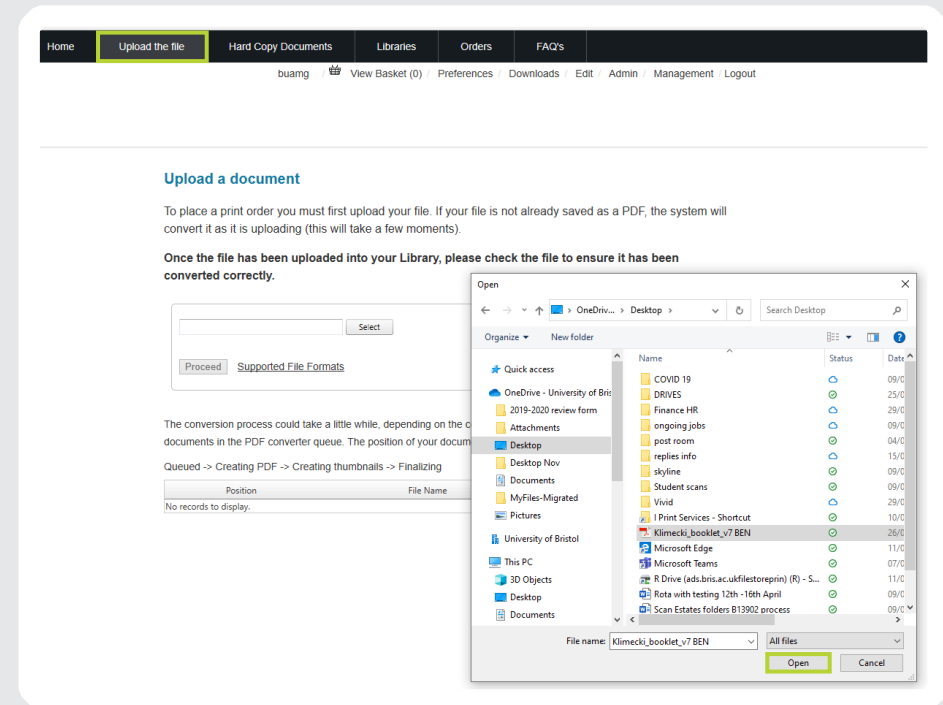
Completing your order





UPLOADING A DOCUMENT FILE

1. Click on the **Upload** tab.
2. Click on **Select** and then find the appropriate file you want printed (PDF document preferred) and click on **Open**.
3. Click on **Proceed**. The system will then convert the file to ensure it is stable for printing and add it to your Library, this is where you can save documents and order re-prints. If the file uploaded is not a PDF file, please ensure that the fonts are embedded.













SELECTING A PRODUCT

4. Select the document(s) you want printed and click on the shopping basket
5. Scroll through the list of products to pick the one most appropriate for your printing requirements, products are in categories to make finding the correct product easier. Select **Proceed** for the type of printing you want from the list (some options may not be available if there are too many or few pages).


My Library





☐ Select All

My Library

Search



	Document Name	Date	Number of Pages
<input checked="" type="checkbox"/>  	Klimecki_booklet_v7 BEN	10/03/2021	12

Product Categories

Print Submission products are arranged into categories, an explanation of which can be found below below:

For an explanation of binding terminology, click [here](#)

Posters / Banners

A0 / A1 / A2 Posters

A3 / A4 Posters

Pull-up Banner

A3 Table-top Banner

Booklets

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

Booklets / 4 page leaflets (A5/A4)

Perfect Binding (A4/A4)

Leaflets / Flyers

Leaflets / Flyers / Postcards

Dissertation

A4 Dissertation



Document Type Product Options Basket Address Shipping Account Confirm



Document name: 398800_Text_1_High Res

Pages: 16

Posters / Banners

Booklets

Leaflets / Flyers

Dissertation

NCR / Pads



A4 Sets - Uncollated / Collated / Bound

A4 multi-page document. Binding options: Uncollated sets / Collated sets / Drilled / Stapled / Stapled and drilled / Comb bound / Wire bound / Soft bound. N.B. 80gsm cannot be used for colour print

Proceed



A4 Booklet / 4 page folded leaflet

A3 stock which is folded to achieve an A4 folded leaflet, saddle-stitched booklet or square-back bound booklet. File submitted must be set up as single pages (not paginated) and in multiples of 4 pages (if necessary, insert blank pages where appropriate). N.B. 80gsm cannot be used for colour print

Proceed



A4 Perfect Binding

INCOMPATIBLE Too many or too few pages

A4 pages glued on spine with wrap around cover. Minimum 30 sheets of paper, maximum 190 sheets of paper (depends upon stock). N.B. 80gsm cannot be used for colour print

|||||


A5 Sets - Uncollated / Collated / Bound




COMPLETING YOUR ORDER

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. N.B. 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 on **Next**.

IMPORTANT

[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)


Proofs are charged at the rate for one copy, with a minimum charge of £5



Document name: 398800_Text_1_High Res
Pages: 16

For an explanation of binding options, please click [here](#)

We also have a series of help pages which may help with paper choices, artwork preparation and terminology. These can be found [here](#)



A4 Booklet / 4 page folded leaflet
A3 stock which is folded to achieve an A4 folded leaflet, saddle-stitched booklet or square-back bound booklet. File submitted must be set up as single pages (not paginated) and in multiples of 4 pages (if necessary, insert blank pages where appropriate). N.B. 80gsm cannot be used for colour print

Cover

Cover Stock Silk White Paper 90gsm

Colour or B+W Colour

Inner Pages - if job is 4 pages select 'None' here

Inner Stock Uncoated White Paper 80gsm

Colour or B+W Colour

Please complete this box with any further instructions

Binding Booklet

Choose your binding option

Hard proof required? No

[Return to Library](#) ☒ Save Job Ticket

Quantity

[Next](#)

8. The estimated price is shown at this stage. You can amend the quantity or press **Edit** to amend the print instructions. To confirm the order, press **Next**.
9. Please provide your delivery details. If you require the job to be delivered to more than one address please provide confirmation of the additional delivery address and the quantities required.
N.B. Delivery days and addresses are listed where applicable. Click **Next**.

Please place one print job per order - minimum order charge of £5.00 per job

Document Type Product Options **Basket** Address Shipping Account Confirm

N.B. The price quoted is an estimate

Document	Product	Quantity	Price	Pages	Edit
398800_Text_1_High Res	A4 Booklet / 4 page folded leaflet	30	£67.80	16	Edit X

[Next](#)

N.B. some deliveries are on selected days only:

Southmead: Mon & Wed
Stoke Bishop: Mon & Wed
Dental School: Tu & Thu
Langford:
Collected Mon, Wed & Fri

* Delivery on other days may be possible at an additional charge.

Deliveries to addresses on Priory Rd and even numbers on Woodland Rd are made to the Priory Rd hub (No.8 Woodland Rd)

Deliveries to odd numbered addresses on Woodland Rd are made to the Woodland Rd hub (No.7 Woodland Rd)

For international delivery, please see [here](#). Print Services will not accept responsibility for goods lost or damaged in international transit - please ensure insurance is added.

Document Type Product Options **Basket** **Address** Shipping Account Confirm

[Back](#)

Contact and delivery details

Name

Phone Number

Department

Delivery Method

Full Address

Additional delivery instructions. State if documents are confidential

☐ Ensure Delivery Method is correct

☒ Save this delivery address

[Next](#)

10. Provide your valid budget code. These codes will be used to cross-charge on the internal finance journal. If you are not paying via a Budget code, please submit your request through the Commercial Portal.
11. Click on **Next**.
12. Confirm your required delivery date. Please note that some dates may be unavailable. If you are unable to select the date you require, there is limited capacity for that day. Contact Print Services to see whether your job can be accommodated.
13. Click on **Confirm Order**.

Your budget code will be used to complete the internal finance journal. If you are not sure of your budget code, please confirm with your local finance team.

[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

[Back](#)

If you have not got a valid budget code, please submit your request through the Commercial Portal

Enter a valid budget code below

Budget Code

[Next](#)

[Cancel Order](#)

Please check the order details below and confirm your order

Select Date
Required

☐ Date available

☒ Printing capacity

☐ Low printing
capacity

☐ Date not
available

☐ Closed or date
in the past

January 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Quantity	Document	Product	Pages	Price
30	398800_Text_1_High Res	A4 Booklet / 4 page folded leaflet	16	67.80

Total 67.80

[Confirm Order](#)


- 14.** You will be provided with your order number. You will also receive an email confirming your order number (OrderID).
- 15.** Via the system, you will be able to track the order through the stages:
- Order received
 - Proof completed
 - Completed
- 16.** You will receive an email confirmation when the job has been completed. Please allow at least 24 hours from receiving this email before delivery (depending on delivery location). If you are collecting your job, Print Services is open from 7.45am - 4.30pm.

Your order was successful.

Order Number: **57084**

All order notifications will be sent to your registered email address which is:

lawrence.flavell@bristol.ac.uk

	Quantity	Document	Product	Pages	Price
	30	398800_Text_1_High Res	A4 Booklet / 4 page folded leaflet	16	67.80

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