

How-to guide for students: Placing a print order

If you are paying with a BUDGET / GRANT CODE, please choose the Departmental ordering option. This option is for private payment only.





Uploading a document

- 1 Click the **Upload the file** tab.
- 2 Click **Select** and then locate the file (PDF document preferred) you want printed and click **Open**.
- 3 Click **Proceed**. You will now move into your Library, 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. The system will then convert the file to PDF to ensure it is stable for printing (please note this may take several minutes).
- 4 Please check the PDF file by clicking the **PDF icon** to ensure that the file is displaying correctly, ie.fonts, number of pages, content and layout.
- 5 Select the document(s) you want printed and click the shopping basket icon.

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Home **Upload the file** Hard Copy Documents Libraries Orders FAQ's

buang View Basket (0) Preferences Downloads Edit Admin Management Logout

Upload a document

To place a print order you must first upload your file. If your file is not already saved as a PDF, the system will convert it as it is uploading (this will take a few moments).

Once the file has been uploaded into your Library, please check the file to ensure it has been converted correctly.

Select

Proceed Supported File Formats

The conversion process could take a little while, depending on the c documents in the PDF converter queue. The position of your docum

Queued -> Creating PDF -> Creating thumbnails -> Finalizing

Position	File Name
No records to display.	

Open

OneDrive - University of Bristol

2019-2020 review form

Attachments

Desktop

Desktop Nov

Documents

MyFiles-Migrated

Pictures

University of Bristol

This PC

3D Objects

Desktop

Documents

Name

Status

Duty

COVID 19 00/C

DRIVES 25/C

Finance HR 20/C

ongoing jobs 09/C

post room 04/C

replies info 15/C

skyline 09/C

Student scans 20/C

Vivid 20/C

1 Print Services - Shortcut 10/C

Klimecki_booklet_v7 BEN 26/C

Microsoft Edge 11/C

Microsoft Teams 07/C

R Drive (ads.bris.ac.uk/filestore/print) (R) - S... 11/C

Rota with testing 12th - 16th April 09/C

Scan Estates folders B13902 process 09/C

File name: Klimecki_booklet_v7 BEN All files

Open Cancel

2-5

My Library

Select All My Library Search

Document Name	Date	Number of Pages
Klimecki_booklet_v7 BEN	10/03/2021	12

- 6 Scroll through the list of products to pick the one most appropriate for your printing requirements. Click **Proceed** for the type of printing you want from the list (some options may not be available if there are too many or too few pages).
- 7 Change the options to reflect your printing instructions. 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.
- 8 State the quantity (number of copies) you require then click **Next**.

6



A5 Booklet (Colour Print)

A4 stock which is folded to achieve an A5 stapled booklet. Colour print throughout booklet. File submitted must be set up as single pages (not paginated) and in multiles of 4 pages (insert blank pages where appropriate)

Proceed ▶

7-8



Document name: Klimecki_booklet_v7 BEN

Pages: 12



A5 Booklet (Colour Print)

A4 stock which is folded to achieve an A5 stapled booklet. Colour print throughout booklet. File submitted must be set up as single pages (not paginated) and in multiles of 4 pages (insert blank pages where appropriate)

Cover

Paper Stock

A4 White Silk Card 200gsm

Inside Pages

Paper Stock

A4 White Silk Paper 90gsm

Booklet Finish

Booklet with Staples

Special Instructions

Return to Library

Save Job Ticket

Quantity

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. We can deliver to campus addresses (a minimum order charge applies - see below) or a private address for an additional charge.
- 10 Provide the date required – please provide at least 24 hours’ notice.
- 11 There is a minimum charge of £2.50 per order for collection in person or £5.00 for delivery to campus.
- 12 Click **Confirm Order**.
An **estimated cost** will appear in the total amount which will be confirmed in your payment email.

9

Name	Joe Blogs
Address Line 1	eg Maths
Address Line 2	eg University Walk
Address Line 3	Clifton
Postal Code	BS28BB
Phone Number	0117 *****
Collection or Post	Collection by Customer ▼
Additional details regarding print job	

Save this delivery address

Please provide at least 24 hours notice in respect of date required (Print Services are open between Monday and Friday)

Date Required	14/04/2021
Proof required	No Proof Required ▼
Poster tube required	Not Required ▼

Next ►

11-12

Please check the order details below and confirm your order

Quantity	Document	Product	Pages	Price
100	Klimecki_booklet_v7 BEN	A5 Booklet (Colour Print)	12	101.00

Total 101.00

Confirm Order ►

13 You will be provided with your order number on screen which will also be sent to you by email eg. ST0001. Please use this order number when making payment.

14 Through the system you will be able to track the order through the stages:


- Order received
- Proof completed
- Completed

13

Your order was successful.

Order Number: **ST022**

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

	Quantity	Document	Product	Pages	Price
	100	Klimecki_booklet_v7 BEN	A5 Booklet (Colour Print)	12	101.00
				Total	101.00

14

Dear Joe Blogs

Thank you for your order, Klimecki_booklet_v7 BEN. Your order number is ST022. Please await a further email with payment info.

Regards

Print Services


bris.ac.uk/printservices

15

The status of your orders are updated by the Print Room operators. In addition to reviewing status you can view your original job request.

[Show me how](#)

Number of orders per page 10

	Document	Order Number	Order Date	Required Date	Status	
View	Klimecki_booklet_v7 BEN	ST022	09/04/2021 14:57:00	14/04/2021	Order received	
View	Klimecki_booklet_v7 BEN	ST021	30/03/2021 13:08:00	31/03/2021	Print Production	
View	Klimecki_booklet_v7 BEN	ST020	30/03/2021 13:07:00	02/04/2021	Print Production	

15 You will receive an email from a member of the Print Services team confirming the actual cost of your job and a link to the University on-line shop payment system. The payment email will look like the example opposite. Click the blue highlighted **hyperlink** which will take you to the on-line shop.

16 For guidance to how to use the online shop, <https://shop.bris.ac.uk/help/frequently-asked-questions>

17 Print Services will receive an email confirmation of your payment from the online shop and will proceed with your printing.

18 You will receive an email confirming when the job has been completed. Please allow 24 hours from completion email to delivery taking place.

If you are collecting your job, Print Services is open from 8.00am - 4.00pm (as these are subject to change, please check the website for current opening hours).

15

Dear

Thank you for the print order.

Your job reference number is [ST022](#) and the cost is £ (including VAT if appropriate).

To complete payment for the order, please click on the link below (ctrl & click).

[Print costs, exempt from VAT \(educational material\)](#)

Enter the amount £ and add to basket. Then enter your job reference number [ST022](#)

Note: please do not amend the quantity as this will affect the pricing.

If this is your first time using this payment system you will need to create an account (the system will prompt you once you proceed to the checkout).

When the payment process is complete, you will receive an email confirming payment.

Your print order will be completed following payment.

Kind Regards

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The screenshot shows the University of Bristol Online shop interface. At the top left is the University of Bristol logo. The page title is 'Online shop'. On the left side, there is a navigation menu with links for 'Home', 'Product Catalogue', 'Conferences & Events', and 'Help & Information'. Below this is a search bar labeled 'All Departments' and 'Search this Site'. On the right side, there is a header with links for 'Help', 'My Account', and 'Shopping Basket' (Items: 0 £0.00). The main content area displays the 'Educational Print Services (VAT Exempt)' product. It includes the University of Bristol logo, a quantity selector set to '1', and an 'Add to Basket' button. Below this, there is a 'Description' section with the text: 'Please enter the exact amount you have been quoted in the box above before adding this item to your basket and proceeding to check out. Note that if you enter an incorrect amount we may be unable to honour your request. Queries: print-services@bristol.ac.uk'. The 'Amount (£)' field is currently set to '0.00'.

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