


Instructions for using the Online Order Form

This form is being trailed for a number of weeks to see if online ordering works.

Sending a request is as follows:

1. Begin by completing the top part of the attached form. This is a critical step in adding your details to our ordering system.
2. Next, complete the printing section relating to your print requirements; please fill in all areas that relate to your job. Please double-check your request to avoid any errors in the work produced.
3. Once you have completed the form, Save this to either your one drive or desktop.
4. Click on the link on the intranet page which says Reprographics@xaverian.ac.uk. This will open an email ready to send to our department.
5. Click on the icon on the top of your email to attach your order form – the icon is in the shape of a paperclip  and called **Attach File**. Your most recently opened documents will be presented in a list here, so please select the order form which you have just filled in.
6. You need to do the same to attach your ARTWORK or DOCUMENT (this is the document that you want printing).
7. ALWAYS remember to send your document as a PDF format wherever possible. Failure to do so could add time to your request being completed.
8. Once you have done this, please state in your email that your order is attached for printing.
9. PLEASE remember to check that everything is attached before sending your email; if anything is missing, we will send the order back to you and this will delay your printing time.

REPROGRAPHICS REQUEST FORM

Please give as much notice as possible when submitting work for printing.

PRINT NAME: _____ DEPT: _____

ROOM NUMBER: _____ DATE REQUIRED FOR : _____
 (Please make sure that you enter a date)

*PERSONAL CODE: **ST** _____ (*This code must be provided)

This section is to be completed by Reprographics ONLY: The request for printing came by

Ticket Job No: _____

EMAIL REQUEST:

PLEASE TICK REQUIREMENTS BELOW

All colour jobs must be approved by the budget holder

Section 1 - STANDARD PRINTING			
NUMBER OF COPIES REQUIRED			
COPYING – Black & White		COPYING - Colour	
SINGLE SIDE PRINT (A3 or A4)		DOUBLE SIDED PRINT (A3 or A4)	
A4 stapled x 1 or 2		A3 stapled x 1	
Colour paper (please state colour of paper if not normal WHITE paper)			
Section 2 - BOOKLETS PRINTING			
A4 booklet finished			
Cover required (Please state colour)			
INSIDE COLOURED PAPER (please state the colour of paper if not white)			
Section 3 – FINISHING AND POSTERS REQUEST			
Spiral Booklet required	YES / NO	PVC (front & Back)	YES / NO
Laminating (please circle size)	A3 A4 A5 (if you require a different size please check first)		
2 Hole punching required (please note that A3 booklets cannot be hole punched)			
Scan and Save (please provide e-mail address)			
Posters (A1, A2, Banners different sizes)			
Other Information - Reduce or Enlarged (please state size required)			

Date Received: _____

Date completed: _____