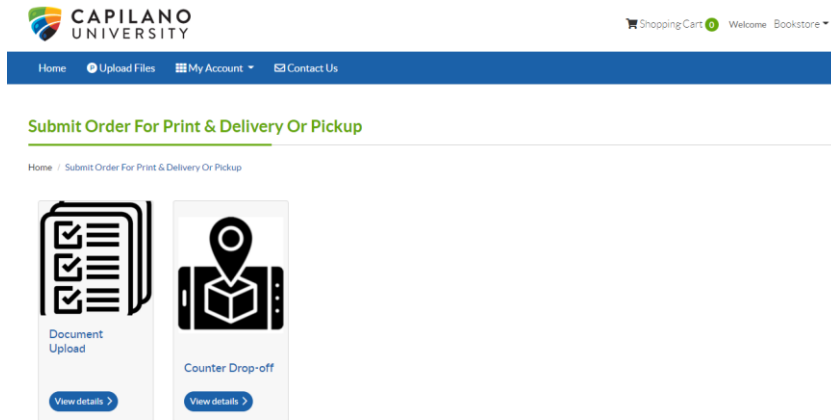


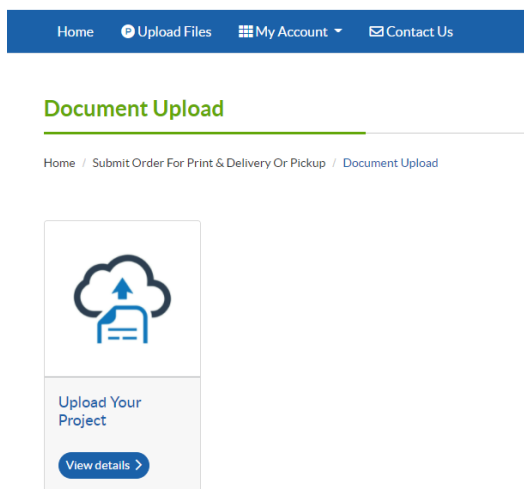
Print Services Order Process for Capilano University

This guide is for CapU faculty and staff to place print requests using our new order collection system. You need an account at printservices.capilanou.ca to submit requests.

1. Once you are logged in, please select "Upload Files" in the menu bar:



2. Select "Upload Document" to start your request and select "View Details":



3. Upload Your Project screen. You can select your parameters from the option fields based on your needs:

Price Calculator		Price Calculator	
Finishing	<input type="text" value="None"/>	Finishing	<input type="text" value="None"/>
Size	<input type="text" value="None"/>	Size	<input type="text" value="Letter"/>
Quantity	<input type="text" value="1"/>	Quantity	<input type="text" value="1"/>
Format	<input type="text" value="None"/>	Format	<input type="text" value="Colour Single Sided"/>
Paper	<input type="text" value="None"/>	Paper	<input type="text" value="B & W Double Sided"/>
Paper Colors	<input type="text" value="None"/>	Paper Colors	<input type="text" value="Colour Single Sided"/>
How many pages	<input type="text" value="1"/>	How many pages	<input type="text" value="1"/>

Paper: Paper - White

Paper Colors: 28lb Paper, Cover (Card)-100lb, Cover (Card)-80lb, **Paper - White**, Capilano University Letterhead, Color Cover Stock, Customer Supplied, Paper - Bright Colours, Paper - Light Colours

How many pages: [input field]

Submit Only PDF Files [help icon]

For files larger than 50 MB, please share a link to the document [input field]

Paper: Paper - Light Colours

Paper Colors: Goldenrod

How many pages: [input field]

Submit Only PDF Files [help icon]

For files larger than 50 MB, please share a link to the document [input field]

Paper Colors: White, Ivory, Canary, Pink, **Goldenrod**, Buff, Lilac, Salmon, Tan, Cherry, Grey

4. Once you have made your selections, upload the file you want to print or share the link if your file exceeds 50 MB. Please upload a PDF of your print request.

Submit Only PDF Files [help icon]

Select File

For files larger than 50 MB, please share a link to the document [input field]

5. Example requests with pricing:

Price Calculator

Finishing: None

Size: Letter

Quantity: 10

Format: Colour Single Sided

Paper: 28lb Paper

Paper Colors: White

How many pages: 1

Submit Only PDF Files [help icon]

Select File

For files larger than 50 MB, please share a link to the document [input field]

Total : \$ 2.40

Add To Cart [shopping cart icon]

Price Calculator

Finishing: Black Coil Bind (Allow 4 extra days)

Size: Letter

Quantity: 10

Option for Inside Pages: Black and White Double Side

Option for cover: Applied to both Front & Back

How many pages: 25

Submit Only PDF Files [help icon]

Select File

For files larger than 50 MB, please share a link to the document [input field]

Total : \$ 23.90

Add To Cart [shopping cart icon]

6. Once you have entered the number of copies you wish to print and the file is attached, please select add to cart.

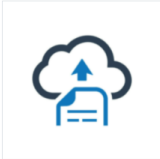
7. You can continue adding additional print requests or you can check out by clicking on the “Shopping Cart” above the top menu:



8. Please verify the order details before proceeding to the payment screen:

Shopping Cart

Home / Shopping Cart

Products	Additional Information	Quantity	Price
	Upload Your Project (Capilano University) Size: Letter Option for Inside Pages: Black and White Double Side Option for cover: Applied to both Front & Back How many pages: 25 Finishing: Black Coll Bind (Allow 4 extra days)	10	\$ 23.90
Edit	Remove		
			Subtotal \$ 23.90
			Tax \$ 0.00
			Total \$ 23.90

[← Add Another Job](#) [Clear Cart](#) [Checkout →](#)

Payment / Shipping Details

9. If there are no changes, proceed to “Checkout” and you will see the following:

Payment / Shipping Details	
Shipping Address Add New Bookstore May 2055 Purcell Way, North Vancouver British Columbia V7J3H5 Canada Company Name: Capilano University Bookstore Phone: 6049837591 Change Address ▾	Billing Address Add New Bookstore May 2055 Purcell Way, North Vancouver British Columbia V7J3H5 Canada Company Name: Capilano University Bookstore Phone: 6049837591 Change Address ▾
Shipping Method Select Shipping Type Select Shipping Type ✓ Customer Pickup Customer Pickup \$ 0.00 Interoffice Mail Interoffice mail	Subtotal \$ 23.90 Discount \$ 0.00 Shipping Price \$ 0.00 Tax \$ 0.00 Total \$ 23.90
Special Instructions Cost Centre Number (00-00000) <input type="text" value="XX-XXXXX"/> <p>IMPORTANT: I have verified that spelling and contents are correct. I am satisfied with the document layout. I understand that my document will print exactly as it appears here. I cannot make any changes once my order is placed and I assume all responsibility for typographical errors.</p>	← Add Another Job Order Complete →

10. Select the Shipping Method, either Customer Pickup or Interoffice Mail and enter your cost centre number. If you have any notes, please add them in the comment box above.
- Note: the estimated delivery time is three business days.

11. Select “Order Complete” to submit your print request. You will receive an email confirmation that your order has been placed.

Your Order has been received.

[Home](#) / [Order Confirmation](#)

Order: #38 **Pending** Date : 25 Feb, 2022 15:38

[View details](#)

Thank you for your purchase! You will shortly receive an Order Confirmation email with order details and a link to track its progress.

Payment / Shipping Details

Payment Date : 25 Feb, 2022 15:38
Payment Method : Internal Charge
Transaction ID : ---
Shipping Method : Interoffice mail
Estimated Delivery Date: 25 Feb, 2022

[← Add Another Job](#)

If you have any questions about your order, please contact printing@capilanou.ca