

Printing and Duplicating Services

Print Order Desk

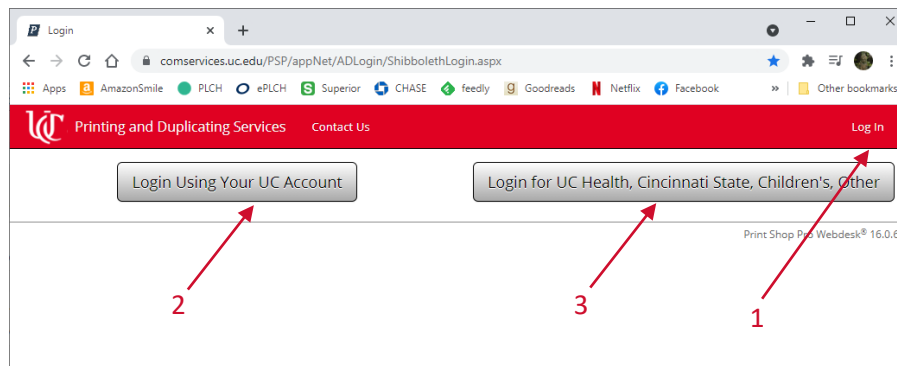
Welcome to the University of Cincinnati **Printing and Duplicating Services Print Order Desk**, the new and simple way to submit orders for all your printing needs. This brief guide is designed to help you understand the process of registering as a user, and then placing your orders for print jobs, including business cards, flyers, and brochures, as well as posters, banners, and other larger items from our Wide Format area.

First, let's get you registered.

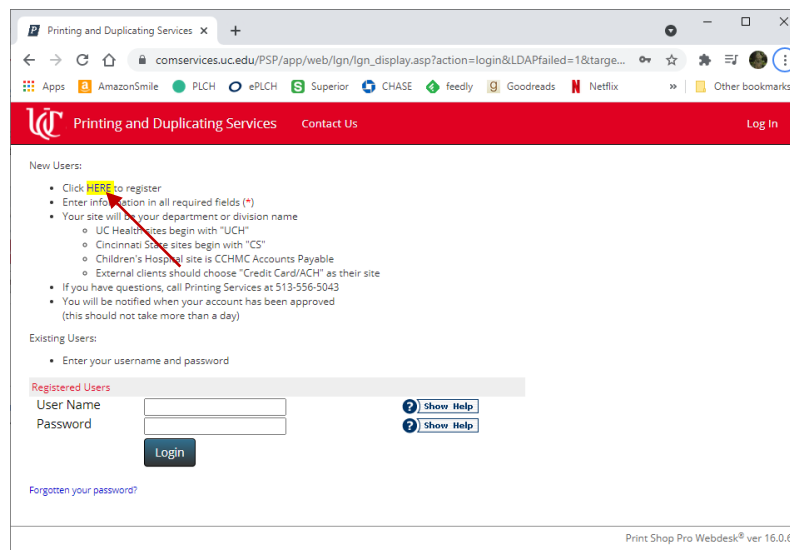
Quick Guide to Print Order Desk Login & Registration

Step 1: The login page is located at https://comservices.uc.edu/PSP/app/PSP_Start.asp. Click "**Log In**" (1) on the right end of the red header bar.

Then, if you are a UC employee, click the button on the left to **Login Using Your UC Account** (2). You will be taken to UC's central login portal where you will enter your credentials as usual, and then you will be taken to the registration page.



If you are a **UC Health**, **Cincinnati State**, or **Cincinnati Children's Hospital Medical Center** employee, click the **Login for UC Health, Cincinnati State, Children's, Other** button on the right (3). On the next page, use the **Click HERE** link to proceed to the registration form.



Step 2: Fill in all required fields (marked with *).

- From the Site / Department drop down, choose your department or division's name. The site names are pretty specific, so if you have trouble finding what you're looking for you can contact a member of our team for help.
- Please make sure your delivery address is accurate and complete. Include a building name, floor, and room number and make sure your mail location is correct.
- Once you check the reCAPTCHA box and click the **Register** button, you should receive an email confirmation. Your account will need to be activated by a team member, which should only take a day or so, and you will get another email notification when that is done.

Printing and Duplicating Services x +

comservices.uc.edu/PSP/app/web/reg/reg_display.asp

Apps AmazonSmile PLCH ePLCH Superior CHASE feedly Goodreads Netflix Other bookmarks

UC Printing and Duplicating Services Contact Us Log In

Enter some basic information in order to take advantage of the features this site has to offer.

All fields are required.

Enter Your Contact Information

First Name *
Middle Initial
Last Name *
Email Address *
Phone Number *
Site / Department * Please Select
Site Mail Stop or Area
Site Address Line 1 *
Site Address Line 2
Site City * Cincinnati
Site State Ohio
Site Postal Code * 45216
Site Country

Create Your Login

User Name * billinienaber
Password *
Confirm Password *
Verify
☐ I'm not a robot

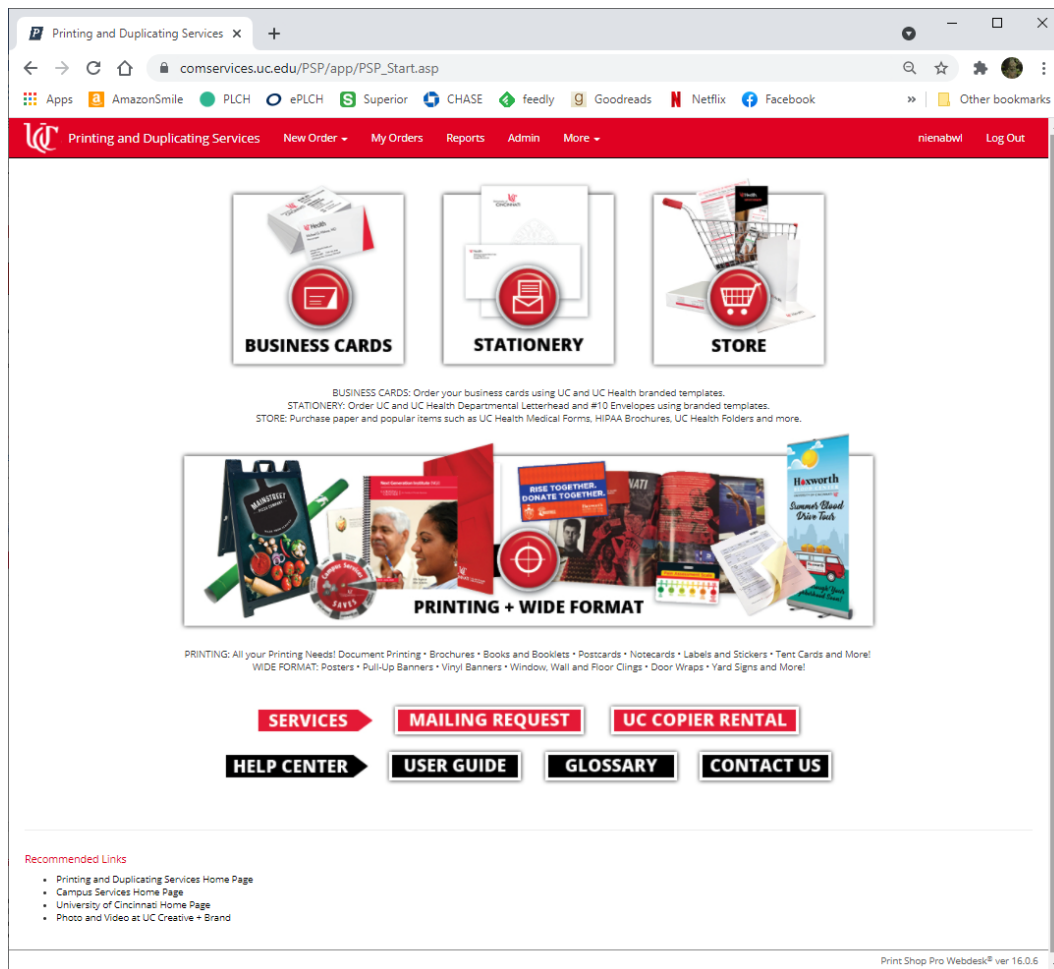
Select an Action

Register Back

Print Shop Pro Webdesk® ver 16.0.6

Print Order Desk Home Page

Once your account has been activated, go back to the login page and enter your username and password. Now you will see the home page of our Web Desk.



The **Business Cards** section contains templates for all UC and UC Health business and appointment cards. Included are cards for UC students and static UC Health cards for offices like Patient Financial Services and the Comprehensive Stroke Center. You will only see the cards relevant to your particular site (UC or UC Health).

Stationery allows you to order all your stationery, whether by using a template to enter your department's information, or placing an order based on your letterhead or envelope files that are already on file at Printing Services. You will only see the stationery relevant to your particular site (UC or UC Health).

Our **Store** features an assortment of pre-printed and print on demand items, including various forms, pads, envelopes and letterhead (both **UC** and **UC Health**), as well as paper, available either by the ream or by the case. Also included in the Store are products for **Cincinnati Children's Hospital** and **Cincinnati State** customers.

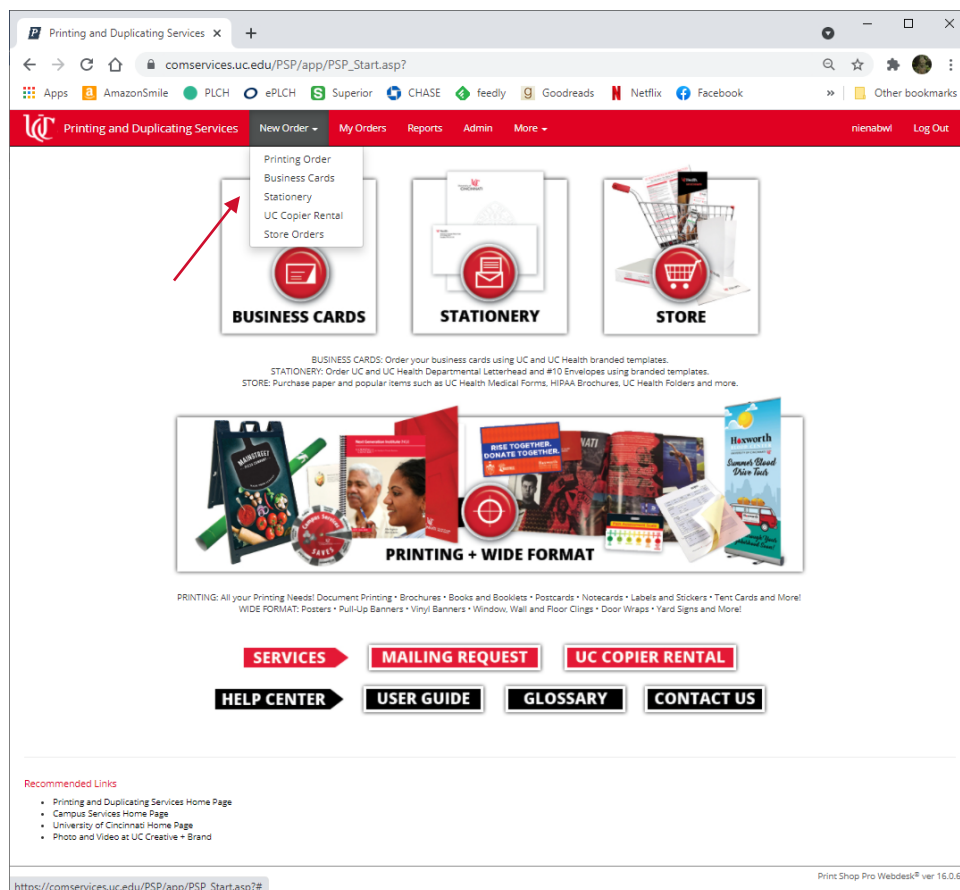
Use the **Printing + Wide Format** button to request to request any print job. This includes all our **Wide Format** products, as well as all our other print categories, including simple document prints, brochures, booklets, smaller posters (12" x 18" and smaller), note pads, post cards, and many other products.

The **Services** section includes forms you can use to arrange for a bulk or first-class mailing, or to request a departmental copier/printer placement. The **Mailing** area also features some helpful informational links to the USPS web site. Our **Help Center** offers a User's Guide, Glossary of Terms, and contact information to help you reach a member of our team.

The following pages will give a step by step explanation of the process for placing each type of order (Print, Wide Format, Business Card, Stationery, Store). For each option, there are two ways to begin the order:

1. You can click the large button that corresponds to your order type
 2. You can select the appropriate option from the New Order menu in the red header bar.
- Please note that Printing and Wide Format categories are grouped together under the Printing Order option, as shown on the corresponding button.
- The UC Copier Rental option will take you to the form to submit a request for a departmental copier/printer.

In the guide, we will be using the buttons.

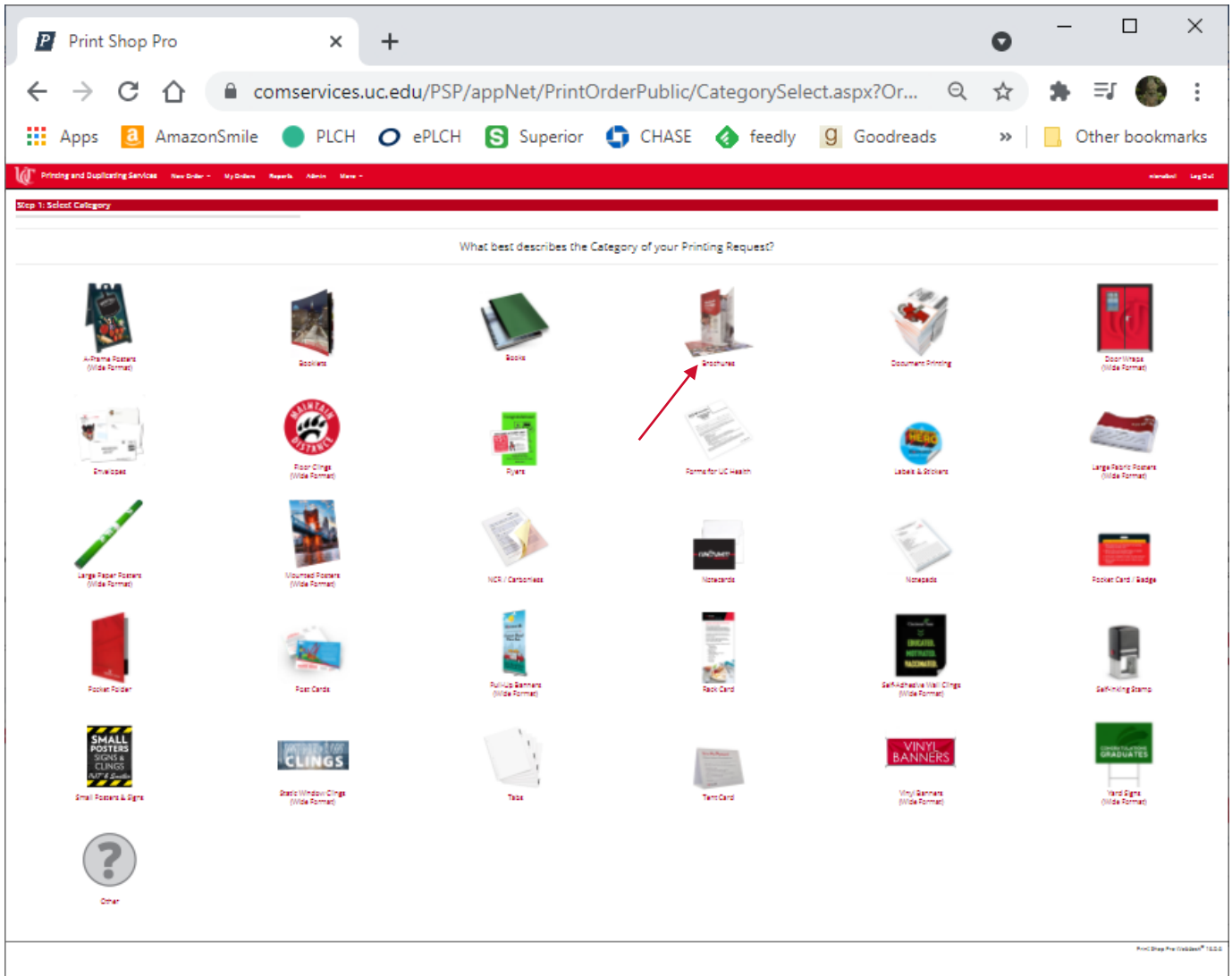


Now, let's get started with placing orders.

Placing a Print Order

Step 1: Choose a button based upon the type of print order you need to place. First, click the **Printing + Wide Format** button, which will take you to this category page. (NOTE: the categories are listed in alphabetical order as recommended by the university's accessibility standards.)

Let's say you want to have **brochures** printed. Find the icon for **brochures** (fourth from the left in the first row) and click that to open the order form. You will be directed to the page that displays the various options for brochures.



Step 2: Decide which size and folding options best describe your brochure. For this example, let's use Tri-Fold 8.5x11 Flat (third from the left in the first row). This option is for brochures with no bleed, if your file includes a bleed (image all the way to the edge of the page) those options are the red icons in the second row.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/FinishedSizeSelect.aspx?OrderID=AhuTncTRfwMXfSP...

Printing and Duplicating Services New Order My Orders Reports Admin More nienabwl Log Out

Step 2: Select Finished Size for Brochures

What best describes the Finish Size of your Printing Request?
Not sure? Contact Us

If your brochure has areas where color goes all the way to the edge of the page, select the red icons.

Half-Fold 8.5x11 Flat (5.5x8.5 Folded)	Half-Fold 11x17 Flat (8.5x11 Folded)	Tri-Fold 8.5x11 Flat (3.6x8.5 Folded)	Tri-Fold 11x17 Flat (5.6x11 Folded)	4 Panel 8.5x14 Flat (3.5x8.5 Folded)	4 Panel 11x17 Flat (4.25x11 Folded)
Half-Fold 8.5x11 Flat (5.5x8.5 Folded) With Bleed	Half-Fold 11x17 Flat (8.5x11 Folded) With Bleeds	Tri-Fold 8.5x11 Flat (3.6x8.5 Folded) With Bleeds	Tri-Fold 11x17 Flat (5.6x11 Folded) With Bleeds	4 Panel 8.5x14 Flat (3.5x8.5 Folded) With Bleeds	4 Panel 11x17 Flat (4.25x11 Folded) With Bleeds

<< Back

Print Shop Pro Webdesk® 16.0.6

Step 3: Give the order a name (something descriptive will make it easier to find the order in case you need to look it up later). Enter the quantity of brochures you want to order. Click the appropriate Ink Color to indicate whether the printing will be all black or color. Select the Stock Style and weight. You can use Bond, Text, or Cover (click What is this? for an explanation of these terms and the weights). If you are using Bond paper, select a color. Click **Continue**.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/OrderInformation.aspx?OrderID=Xc4QJdcihamsHdp8jYUf2Q%3d...

Printing and Duplicating Services New Order My Orders Reports Admin More nienabwl Log Out

Step 3: Print Order Information

Job Type: Brochures - Tri-Fold 8.5x11 Flat (3.6x8.5 Folded)

Contact: William Nienaber

Phone: +1 513 558 3264

Site: Printing & Duplicating Services

Edit Site Information

Job Name: TriFoldBrochure

Quantity: 10 What is this?

Main Paper

Format: ☒ 2 Sided

Ink Color: ☐ Black ☒ Color

Stock Style: Text - Gloss What is this?

Stock Weight: 80# What is this?

Paper Color: ☐ White

<< Back Continue >>

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

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Step 4: On the next page, you will select the type of fold you want, and whether perforation is needed. You may also add any special instructions if you like. Click **Continue**.

The screenshot shows the 'Step 4: Finishing' page of the Print Shop Pro web application. The page has a red header with the university logo and navigation links. Below the header, the title 'Step 4: Finishing' is displayed in a red bar. The main content area includes a 'Folding' section with a 'Letter Fold' button and a 'Change' link. Below this, there are radio buttons for 'Select One', 'Letter Fold', and 'Z Fold'. A 'Perforating' checkbox is also present. A 'Special Instructions' text box is located below the radio buttons. At the bottom left, there are 'Back' and 'Continue' buttons. A red arrow points to the 'Continue' button. The bottom right corner of the page indicates 'Print Shop Pro Webdesk® 16.0.6'.

Step 5: The next page allows you to attach the file you need printed. Click **Yes** to display the attachment instructions. (If you click **No** you will be prompted at the end of the order to Print and send to the Print Shop along with the artwork.)

The screenshot shows the 'Step 5: Attach Files' page of the Print Shop Pro web application. The page has a red header with the university logo and navigation links. Below the header, the title 'Step 5: Attach Files' is displayed in a red bar. The main content area includes a question 'Attach a File?' with a question mark icon. Below the question, there are three buttons: 'Back', 'Yes', and 'No - Skip Attaching a File'. A red arrow points to the 'Yes' button. The bottom right corner of the page indicates 'Print Shop Pro Webdesk® 16.0.6'.

After taking note of the instructions, click the **Browse** button to locate your file. In most cases the attachment type can be left as Document. Once again, there is a space for including any special instructions that you think might be helpful. Before clicking the Attach File button, make sure you check the box stating that you agree to the disclaimer. When you click **Attach File**, a window will open displaying the file you've attached. If all is well, just click the Close button at the top and you will have the opportunity to attach more files if necessary.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/FileUploadPage.aspx?OrderID=AhuTNcTRfwMXfSPRVqTkW...

Printing and Duplicating Services New Order My Orders Reports Admin More nienabwl Log Out

Step 5: Attach Files

Attach a File

Please upload a file. We can accept any type of image file (JPEG, TIFF, PDF, PNG) but the higher the resolution the better print you will get. We can also accept PowerPoint or Word files.

For Wide Format jobs:

- a resolution of 300 ppi is preferred
- if your image needs a full bleed (image all the way to the edge) a bleed area on your file is helpful but not necessary

For Duplicating jobs:

- if your job needs a full bleed (image all the way to the edge of the page) a file with a bleed area will be necessary

Hide File Type Guidelines

Click Browse to Select a File **Browse...**

Select Attachment Type Document

Special Instructions

By uploading this file, I agree that it is used lawfully and adheres to organization standards.

☐ I agree to the above statement

Back **Attach File**

Print Shop Pro Webdesk® 16.0.6

If you don't need to attach any more files, click **Continue** to review your order and receive your initial estimate. As noted on this page, this is only an estimate based upon the options you selected during the order process. If our staff determines that any adjustments are needed, they will contact you with a new estimate.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/FileUploadPage.aspx?OrderID=AhuTNcTRfwMXfSPRVqTkW...

Printing and Duplicating Services New Order My Orders Reports Admin More nienabwl Log Out

Step 5: Attach Files

Attached Files

File Name	File Size	Type	Update Sort Order	# PDF Pages	Approval
Remove 4220_StudGov@leed2_05052021_JWNH.pdf	11 KB	Document	1	1	Original File

Total PDF Pages Uploaded 1

Back **Attach Another File** **Continue**

To view PDF files you will need a PDF viewer, such as Adobe Reader.

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Step 6: In the middle section, make sure your **Site** name is correct, then choose the account string you want to use from the drop-down **Billing** list. If you don't find the account string you're looking for, contact a member of our team so they can help make sure it has been added to your user profile. You can then designate whether you want your work delivered to you, or if you'd prefer to pick it up yourself. For deliveries, please be sure all your address information is correct, and that someone will be there to accept the delivery. If you choose to pick up, you can select which of our locations would be most convenient for you.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/ShippingInformation.aspx?OrderID=AhuTnCTRfwMXfSPRV...

Printing and Duplicating Services New Order My Orders Reports Admin More

Step 6: Billing and Delivery

Job Name: CustomPosterTest
Type: Brochures - Tri-Fold 8.5x11 Flat (3.6x8.5 Folded)
Quantity: 10 Best to Edit Quantity
Total: \$6.69
(Approximately \$0.67 Each)
This is your INITIAL ESTIMATE. Price may vary.
e.g.:
• print orders requesting large quantities may be recalculated to run on offset press rather than digital printer
• wide format jobs requesting large quantities will incur additional time charges

Site: Printing & Duplicating Services
Billing: Account Number (Credit/Debit Payments will be paid at Print Shop or our online payment portal)
Please Select

Shipping Information

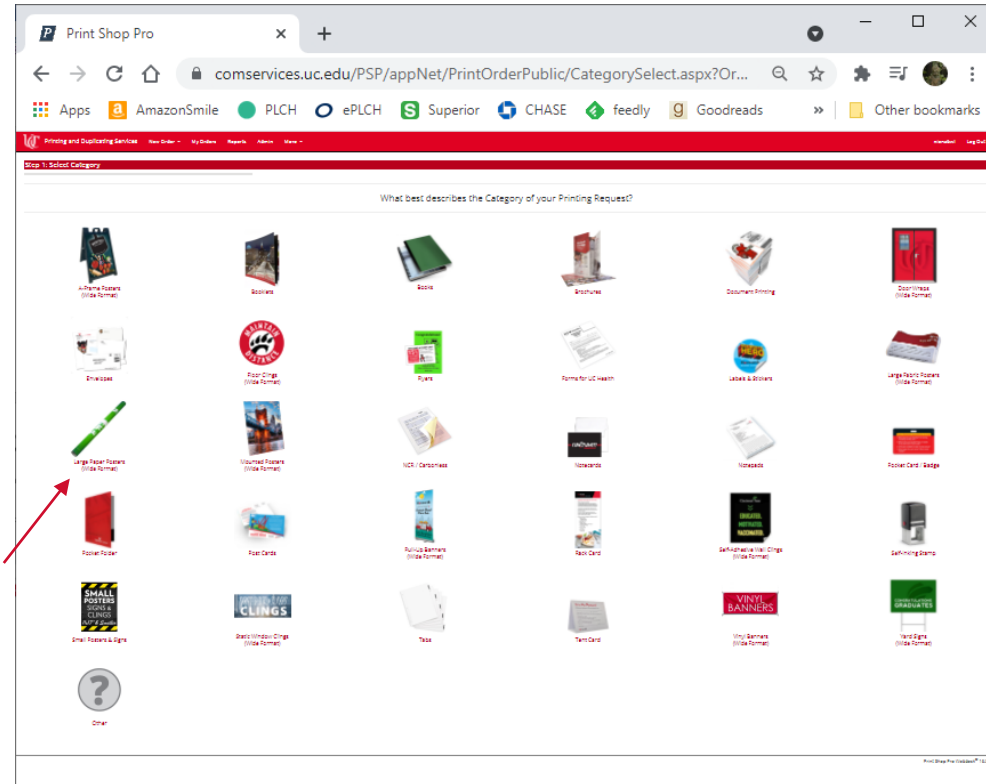
Suggested Due Date: 9/1/2021
Delivery: ☐ Hold For Pick Up ☒ Ship To Address ☐ Ship to Site
Attn: William Harnsaw
Mail Location: william.harnsaw@uc.edu
Shipping Address: 3225 Eden Avenue
Address2: Room D-40
City: Cincinnati
State (Abbreviation): OH
Postal Code: 45267-0879
Country: United States

Back Save As Quote Cancel Order Finish

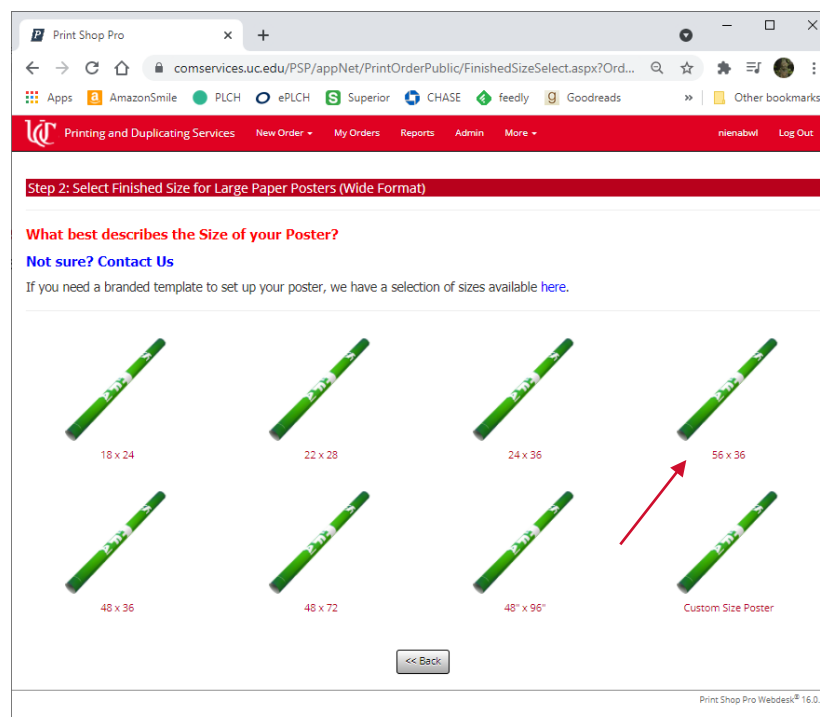
If you need to get an authorization from your department once you've gotten the price estimate, you can click **Save As Quote** and your order will be saved instead of being immediately submitted. You can then come back later, find the order quote, and submit it. If you are ready to order, just click **Finish** and your order will be submitted. You will also receive an email confirmation.

Placing a Wide Format Order

Step 1: Select the **Printing + Wide Format** button from the **Print Order Desk** home page. You will be taken to the page with all the print order categories. (NOTE: the categories are listed in alphabetical order as recommended by the university's accessibility standards. All Wide Format categories are marked as such on the second line of text.) Find the icon for the category you need to order. For this example, let's order a large paper poster, so click that icon. We'll also request laminate for this as an extra learning opportunity.



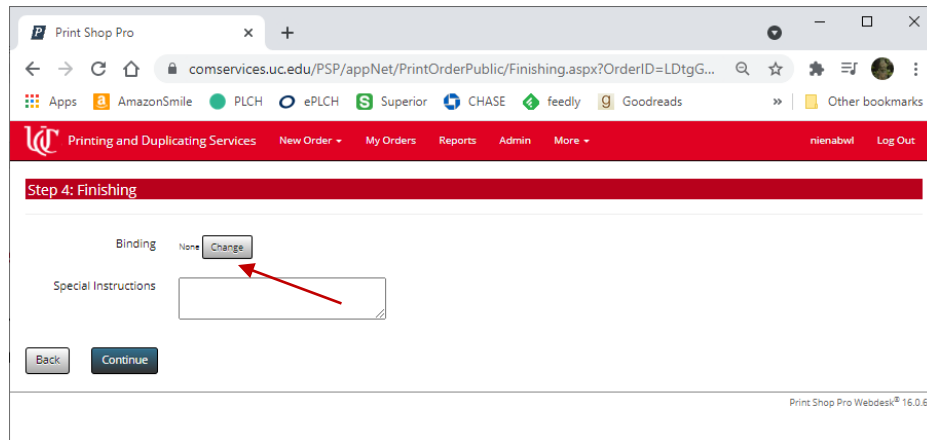
Step 2: Click the icon that describes the size poster you need to order. For this example, let's order a 56" x 36" poster, and when we reach the appropriate page we'll add gloss laminate.



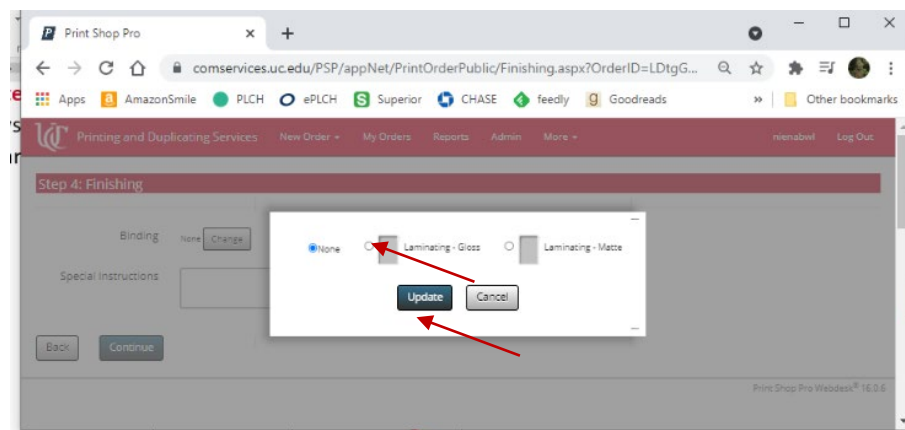
Choose Printing Stock to expand the form.

form, so just click **Continue**.

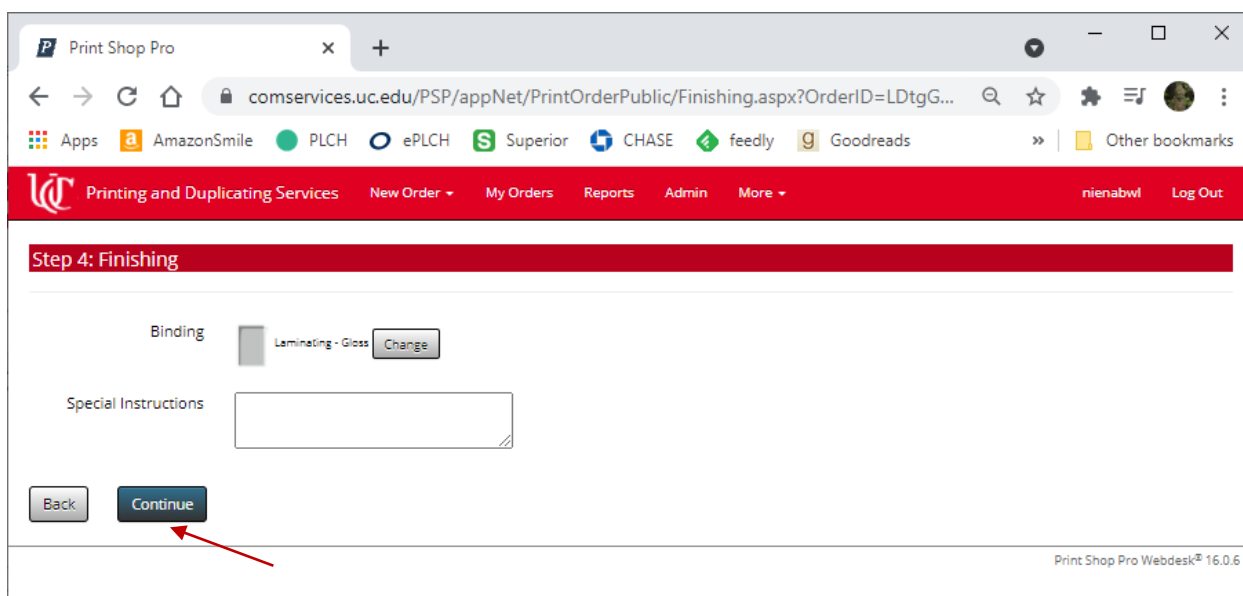
Step 4: On this page, you will choose finishing options for your poster. (While it may seem confusing, this system lists laminating as a binding option.) The default for posters is “none”, but for this example we’ll choose Laminating - Gloss. Click the **Change** button to display options



A pop-up window will display the laminating options. Let’s choose Gloss laminate for your poster; click that option, then click **Update**.



If necessary, you can add Special Instructions that may help us process your order, then click **Continue**.



Step 5: Here is where you may attach your print ready file. If you don't have a digital file to attach, press **No, Skip Attaching a File**. In this case you will be asked if you are sure you don't want to send a file, and later you will be prompted to print the order and send it to the print shop along with your artwork. To attach a digital file, press **Yes**.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/FileUploadPage.aspx?OrderID=ymJ4qBA9MFGwiHAa...

Printing and Duplicating Services New Order My Orders Reports Admin More

Step 5: Attach Files

Attach a File?

Back Yes No - Skip Attaching a File

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Now you can browse to find your file and click **Attach File** to add it to your order. You can also enter any special instructions that may be needed. The Attachment Type will be the default Document, unless you are attaching a mailing list for a mail merge.

You must also click the box that says you agree to the disclaimer message.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/FileUploadPage.aspx?OrderID=ymJ4qBA9MFGwiHAaDkAzhQ%3d...

Printing and Duplicating Services New Order My Orders Reports Admin More

Step 5: Attach Files

Attach a File

Please upload a file. We can accept any type of image file (JPEG, TIFF, PDF, PNG) but the higher the resolution the better print you will get. We can also accept PowerPoint or Word files.

For Wide Format jobs:

- a resolution of 300 ppi is preferred
- if your image needs a full bleed (image all the way to the edge) a bleed area on your file is helpful but not necessary

For Duplicating jobs:

- if your job needs a full bleed (image all the way to the edge of the page) a file with a bleed area will be necessary

Hide File Type Guidelines

Click Browse to Select a File Browse... 56x36-1.pptx

Select Attachment Type Document

Special Instructions

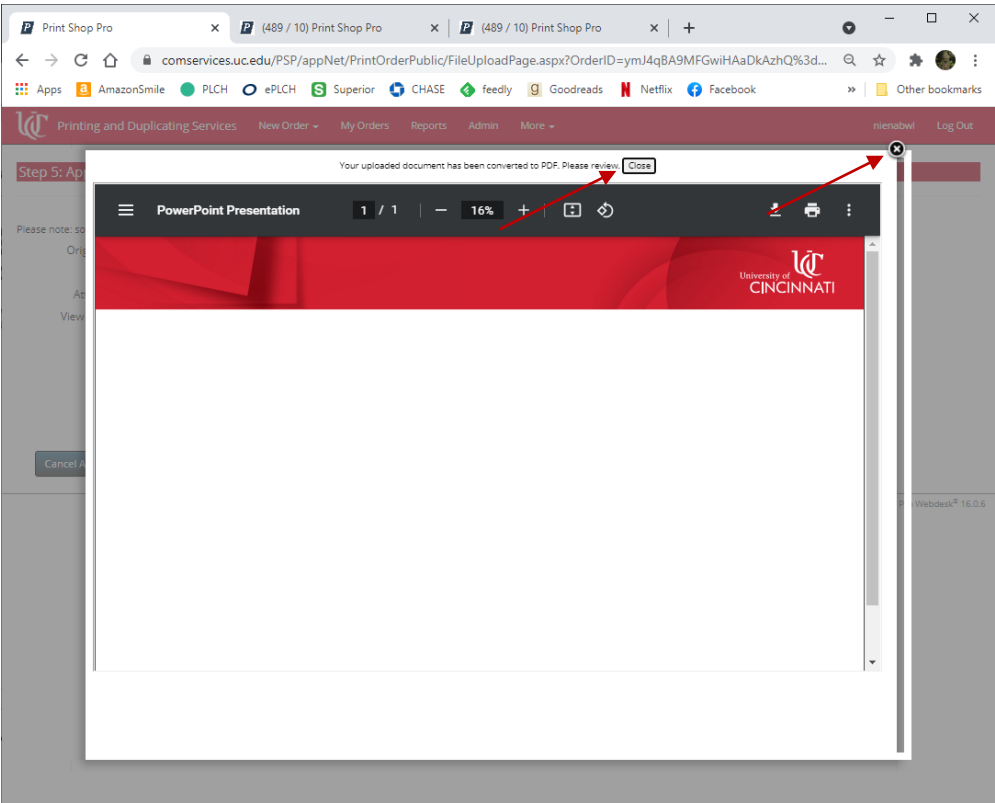
By uploading this file, I agree that it is used lawfully and adheres to organization standards.

☒ I agree to the above statement

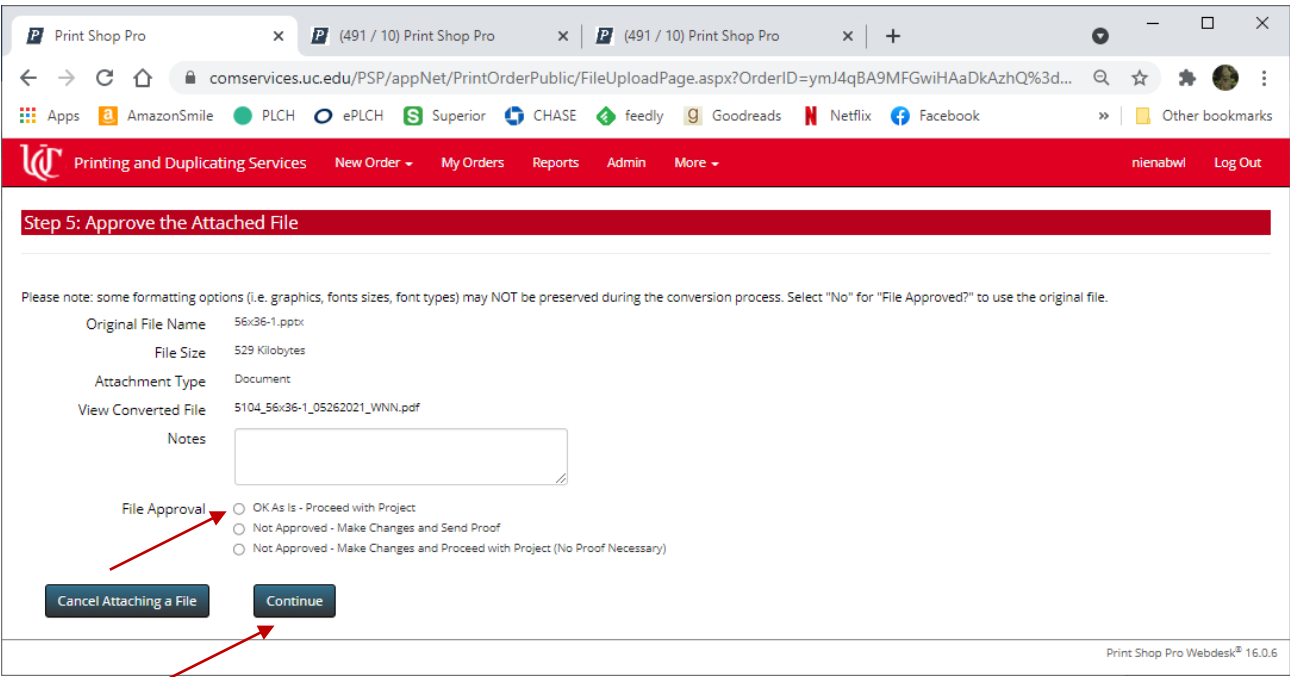
Back Attach File

Print Shop Pro Webdesk® 16.0.6

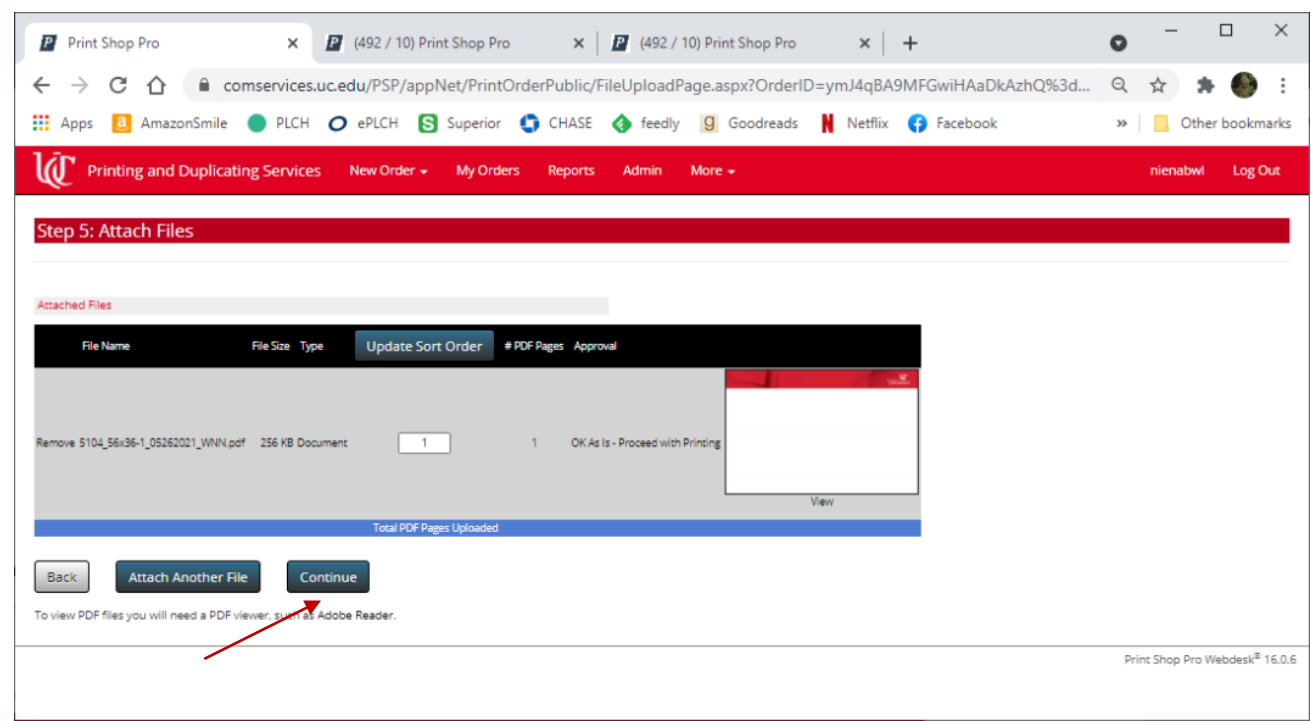
Click Attach File, and your attachment will be displayed (I've just attached a blank UC branded poster template for the example). Click either the **Close** button at the top center, or the **X** button at the top right corner to close the window.



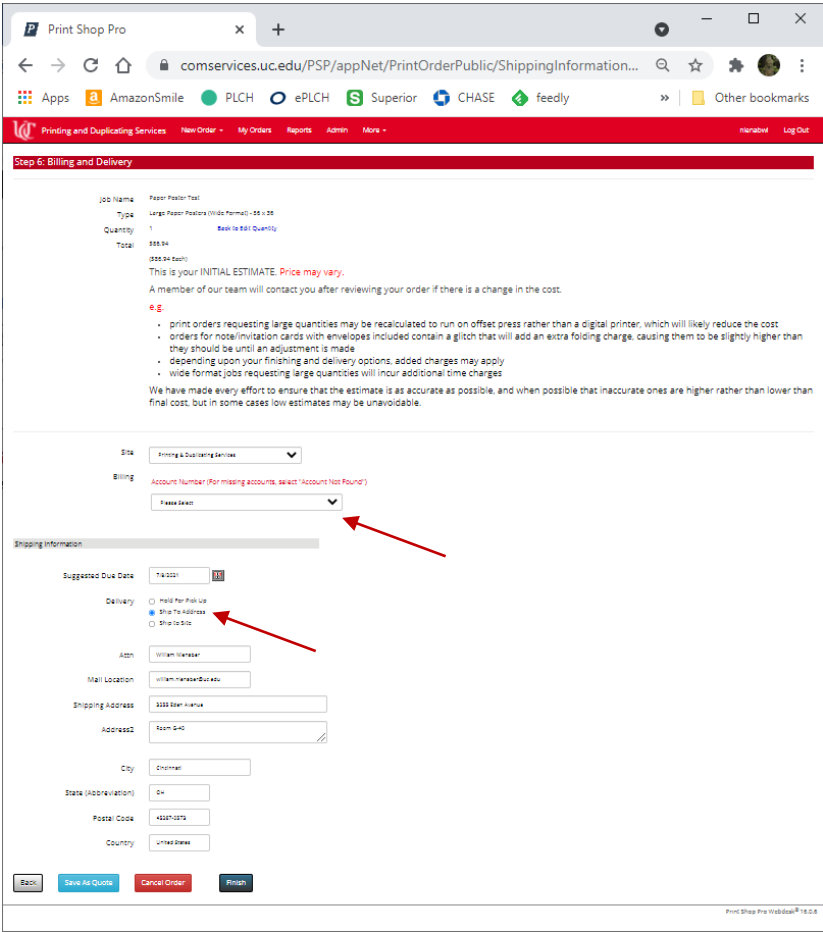
If everything looked good, click the OK As Is option, then click **Continue**.



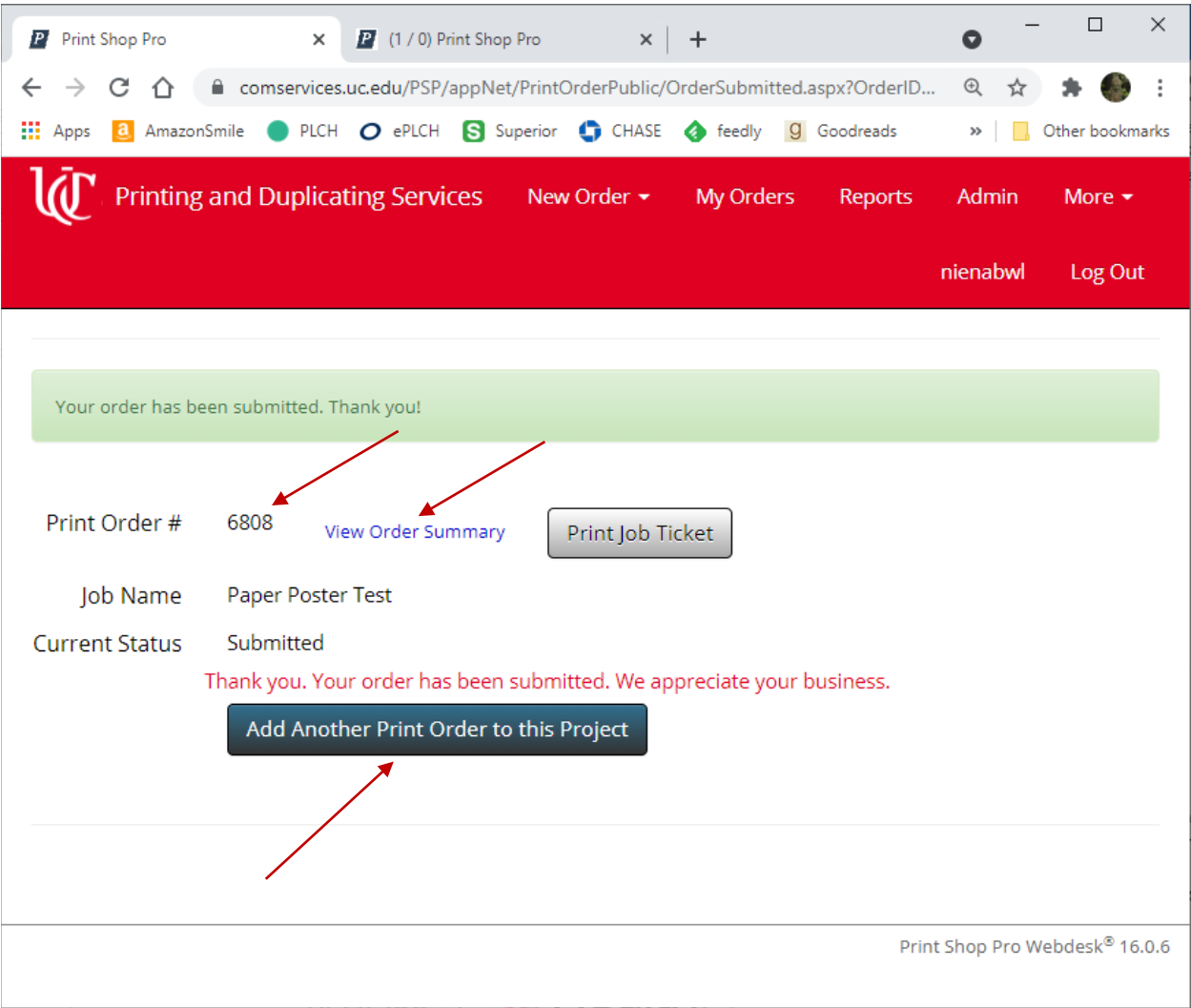
You will have the opportunity to attach more files if necessary, but if you're through with attachments, click **Continue**.



Step 6: On the next page, select your account number from the drop-down list, and choose pickup or delivery. For delivery, you will be able to edit the delivery address information. If you choose **Hold for Pickup**, you will be able to select which of our locations would be best for your pickup from a drop-down list.

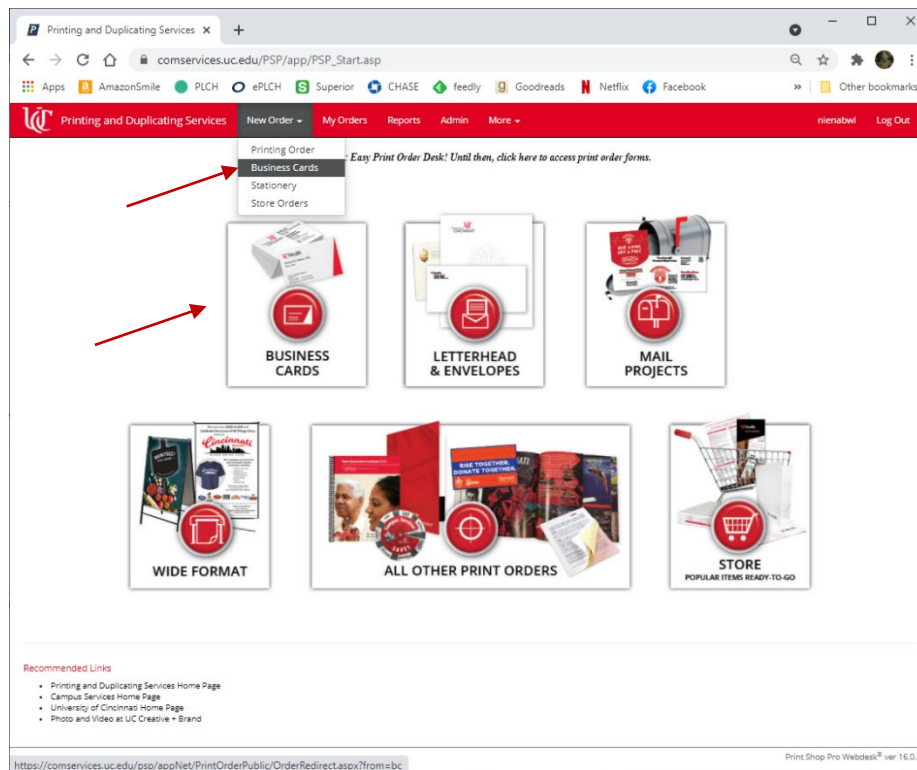


The last page is the confirmation page, which includes the order number, and a link to see the **Order Summary**. If you are working on a project that will include multiple orders, you can use the **Add Another Print Order to this Project** button to begin a project that will group all the orders together

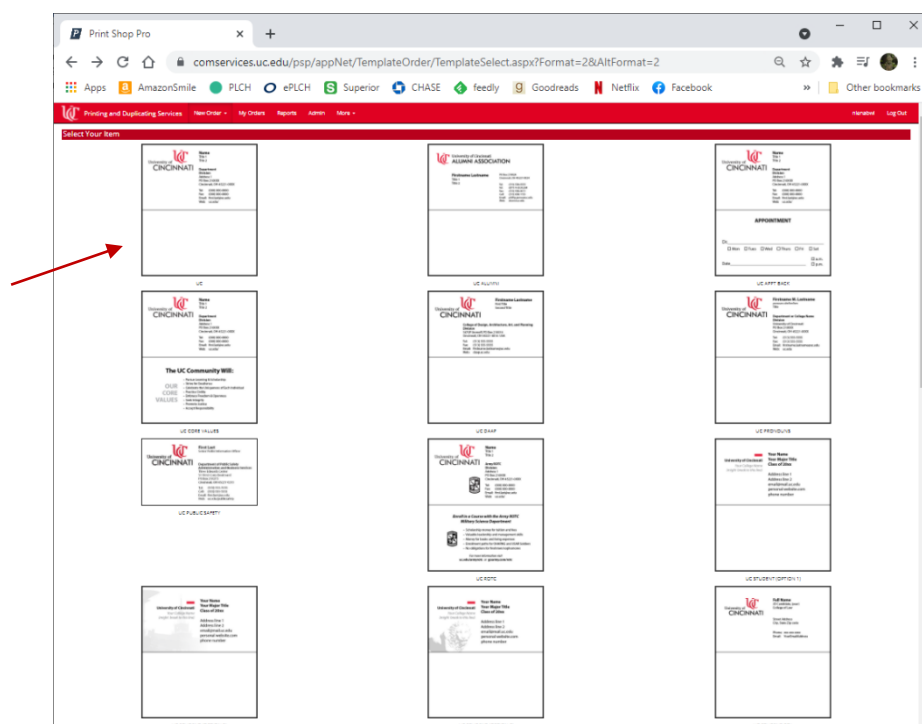


Placing a Business Card Order

Step 1: Select the **Business Cards** button from the **Print Order Desk** home page. Or choose **Business Cards** from the **New Order** drop-down menu in the red header bar. You will be taken to the business card template page, where the options visible to you will depend upon the privileges assigned to your chosen site (UC or UC Health). We'll order UC cards for this example.



Step 2: The standard UC business card is the first option, which most faculty and staff will use. Other options are available, including a card with an appointment backer for those who want the option to hand out appointment reminders, a card that allows the addition of the user's preferred pronouns, and approved designs for business cards that can be ordered by students. We'll order the standard card, so click that icon.



Step 3: Note that some fields are designated as *OPTIONAL* (below the text entry box). All other fields must be filled in to proceed to the next step. When all fields are completed, press **Continue**.

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comservices.uc.edu/psp/appNet/TemplateOrder/BuildTemplate.as...

Printing and Duplicating Services New Order My Orders Reports Admin More

Build Your Item

UC

If you are ordering cards on behalf of someone else and they need to receive a proof, go through this process as if you were approving and ordering one. When prompted to make your order click "Save as guest" instead of "Save". This may return to Order History at any time to review and submit your order.

Name:

Please enter your name and optionally, no periods in the last name, e.g. Jan Doe, M.D. 100A

Title 1:

Please enter your PERSONAL title, e.g. Director of Communications

Title 2:

OPTIONAL Please enter your SECONDARY title, e.g. Marketing Assistant

Department or College Name:

Please enter your Department or College name, e.g. College of Business

Division:

OPTIONAL Please enter your Division

Address 1:

Please enter your building address, e.g. 2015 Hollister Dr

Address 2:

OPTIONAL 2nd address (no needed)

City/State/Zip:

Please enter your City, State, & Zip (Do not use hyphens, e.g. 45221-0037)

PO Box #:

Please enter your PO Box number. Do not use periods in PO Box

Telephone Label:

Please select either: Telephone, Office, or Department

Telephone:

Please enter your phone number in the format (xxx)xxx-xxxx

Fax:

OPTIONAL Please enter your fax number in the format (xxx)xxx-xxxx

Cell:

OPTIONAL Please enter your cell phone number in the format (xxx)xxx-xxxx

Email Address:

OPTIONAL Please enter your email address, using no upper case letters, e.g. jan.doe@uc.edu

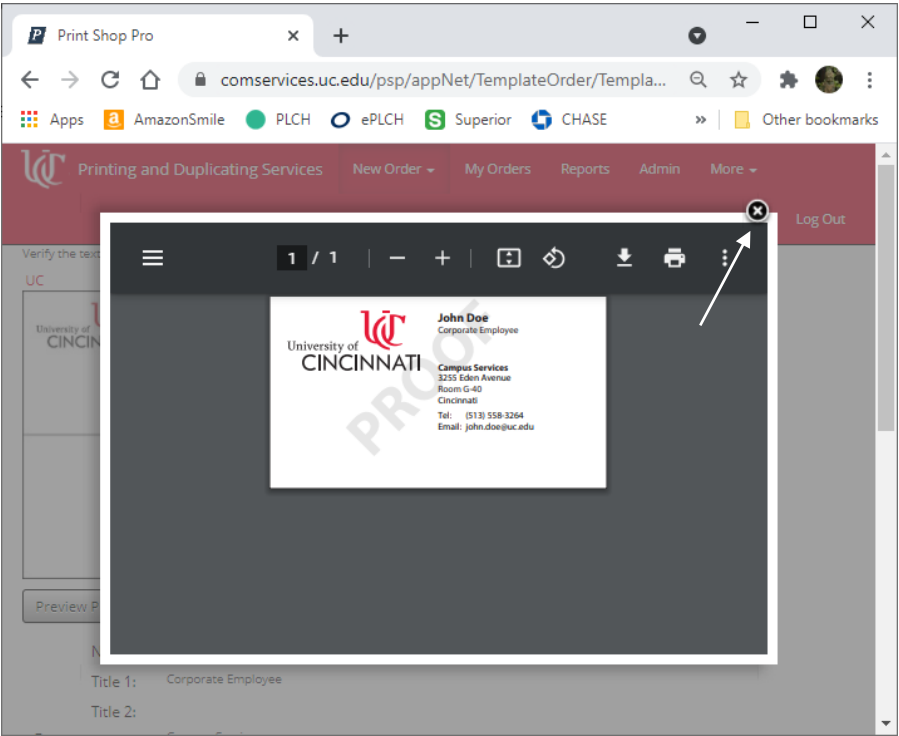
Web Address:

OPTIONAL Please enter your website address or url, in its short form (no https:// or www) using no special letters, e.g. uc.edu/computers

Back Continue

Print Shop Pro Version 10.0.0

Step 4: A pop-up window will open showing you a proof of the card information you've entered. If all is well, click the X at the upper right of the window.



Step 5: The window will close and you will be asked to approve the Text and the Digital proof. Check both boxes and click **Continue**.

Print Shop Pro

comservices.uc.edu/psp/appNet/TemplateOrder/Template...

Printing and Duplicating Services New Order My Orders Reports Admin More nienatnd Log Out

Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

UC

University of Cincinnati

South Campus Bldg
1000 University Ave
Cincinnati, OH 45221-0001
Tel: 513.558.3264
Fax: 513.558.3264
Email: nienatnd@uc.edu

Preview PDF

Name: John Doe
Title 1: Corporate Employee
Title 2:
Department or College Name: Campus Services
Division:
Address 1: 3255 Eden Avenue
Address 2: Room G-40
City, State Zip: Cincinnati
PO Box #:
Telephone Label: Tel:
Telephone: (513) 558-3264
Fax:
Cell:
Email Address: john.doe@uc.edu
Web Address:

Text approved? ☐

Digital proof accepted? ☐

Back Continue

Print Shop Pro Webdesk® 16.0.0

Step 6: The system will automatically provide a default name for the order based on which type of business card you are ordering. You can change this if you wish. It will also autofill your name and contact information, which can also be edited. Select the account number you'll be using for payment from the drop-down list, and then select a quantity. You can request that your cards be delivered to you, or you can ask to have them held at our office for you to pick up. If you choose delivery, the location information is all editable. If you choose pickup, you can select which of our offices will be most convenient for you. When you've completed all fields, press **Continue**.

Print Shop Pro

comservices.uc.edu/psp/appNet/...

Printing and Duplicating Services New Order My Orders Reports Admin More nienatnd Log Out

Contact and Order Information

Order Information

Job Name: UC Foramen Size

Contact Information

Contact Name: John Doe
Phone Number: +1 513 558 3264
Site / Dept: Campus Services

Account Number (Credit Card Payments will be paid at Print Shop or our online payment portal)

Please Select

Quantity

☐ 500 (\$58.00)
☐ 1000 (\$45.00)
☐ 1500 (\$62.76)
☐ 2000 (\$64.00)
☐ 2500 (\$79.00)
☐ 3000 (\$94.00)
☐ 4000 (\$108.00)
☐ 5000 (\$137.00)

Shipping Information

Suggested Due Date: 8/17/2021

Delivery

☐ Hold for Pick Up
☒ Ship To Address
☐ Ship to Site

Addr: John Doe
Mail Location: john.doe@uc.edu
Shipping Address: 3255 Eden Avenue
Address2: Room G-40
City: Cincinnati
State (Abbreviation): OH
Postal Code: 45221-0001
Country: United States

Back Continue

Print Shop Pro Webdesk® 16.0.0

Step 7: The next page is your order review page. You have one more opportunity to preview the PDF proof. In case you need to obtain authorization for the cost of the cards, or if you are ordering cards for someone else, you can choose to **Save as Quote**. This allows you to come back later to complete the order. You can also **Cancel Order** if there is a problem or you have changed your mind. If everything is good and you want to proceed with placing your order, press **Finish**.

Print Shop Pro

comservices.uc.edu/psp/appNet/TemplateOrder/SubmitOrder...

Printing and Duplicating Services New Order My Orders Reports Admin More

nienabwl Log Out

Order #: 4324

Order Name: UC for John Doe (1000)

Total Price: \$40.23

Preview PDF

Template Field Entries

Name: John Doe

Title 1: Corporate Employee

Title 2:

Department or College Name: Campus Services

Division:

Address 1: 3255 Eden Avenue

Address 2: Room G-40

City, State Zip: Cincinnati

PO Box #:

Telephone Label: Tel:

Telephone: (513) 558-3264

Fax:

Cell:

Email Address: john.doe@uc.edu

Web Address:

Back Save as Quote Cancel Order Finish

Print Shop Pro Webdesk® 16.0.6

The last page is your order confirmation. You will also receive an email confirmation.

printing@uc.edu Doe, John (doejf)

Your Print Request Order #4324 has been submitted.

Dear John Doe,

This is an automated message from Printing and Duplicating Services.

Your Printing Request Order #4324 has been submitted on 5/10/2021. Please see below for a summary of this order.

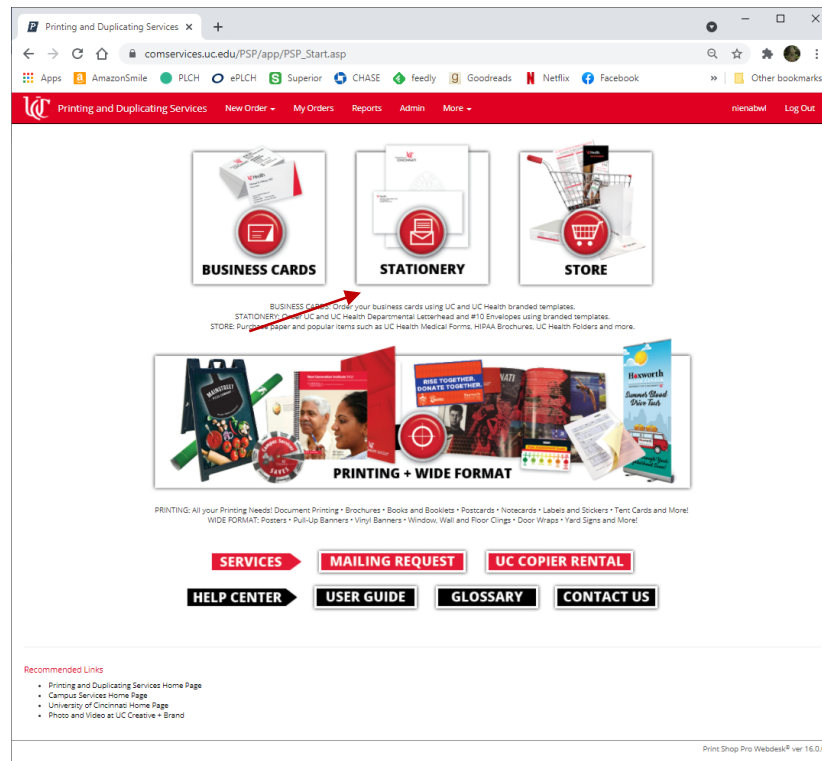
Order Summary	
Job #:	4324
Job Name:	UC for John Doe (1000)
Current Status:	Pending Approval
Requested Due Date:	5/17/2021
Preliminary Estimate:	\$40.23
Link to Order:	https://comservices.uc.edu/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderId=tymbhzEb970ITttJGC2GbA%3d%3d
Link to Check Status:	https://comservices.uc.edu/PSP/appNet/OrderHistory.aspx

Thank you,

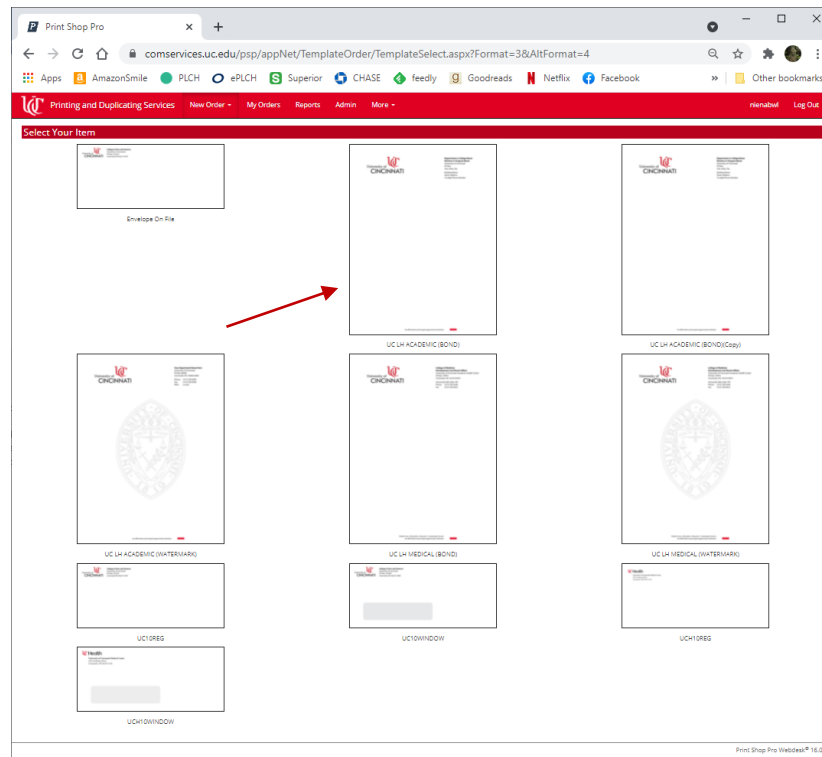
Printing and Duplicating Services

Placing a Stationery Order

Step 1: Select the **Stationery** button from the **Print Order Desk** home page. This will take you to the page that contains all letterhead and envelope options. The options you see will depend upon your site classification (UC or UC Health).



Step 2: Choose the item you need to order. For this example, we will order UC Academic letterhead. Choose that icon to proceed.



Step 3: Fill in all the fields with your department's information, then click **Continue**.

Print Shop Pro

(5196) Print Order

(557 / 28) Print Shc

comservices.uc.edu/psp/appNet/TemplateOrder/BuildTemplate...

Apps

AmazonSmile

PLCH

ePLCH

Superior

CHASE

feedly

Other bookmarks

Printing and Duplicating Services

New Order

My Orders

Reports

Admin

More

nenabw

Log Out

Build Your Item

UC LH ACADEMIC (BOND)

UNIVERSITY OF CINCINNATI

UNIVERSITY OF CINCINNATI

UNIVERSITY OF CINCINNATI

UNIVERSITY OF CINCINNATI

if we have your letterhead on file

Department or College Name:

Enter Department or College Name

Division or Program Name:

OPTIONAL Please enter your Division or Program Name

University of Cincinnati:

University of Cincinnati

University of Cincinnati

PO Box:

Please do not include periods in PO Box

City, State, Zip:

Format: Cincinnati, OH 45221-0027

Bldg / Rm / Address Line 1:

OPTIONAL Please enter your physical location if desired

Bldg / Rm / Address Line 2:

OPTIONAL Please enter your physical location if desired

Phone:

OPTIONAL Please enter your phone number in the format (xxx) xxx-xxxx

Fax:

OPTIONAL Please enter your fax number in the format (xxx) xxx-xxxx

Web Address:

OPTIONAL Please enter your website address or URL in its shorted form (no https:// or www.) using no capital letters. e.g. uc.edu/campuservices

Back

Continue

Print Shop Pro Webdos® 16.0.6

Step 4: On the next page, please proofread all the information you input to make sure it's accurate, then check the **Text Approved** box and click **Continue** again.

Print Shop Pro

comservices.uc.edu/psp/appNet/TemplateOrder/Tem...

Apps AmazonSmile PLCH ePLCH Superior CHASE Other bookmarks

Printing and Duplicating Services New Order My Orders Reports Admin More -

Logout

Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

UC LH ACADEMIC (BOND)

Department or College Name: College of Engineering and Applied Science

Division or Program Name: Chemical Engineering

University of Cincinnati: University of Cincinnati

PO Box: PO Box 210123

City, State, Zip: Cincinnati, OH 45221-0123

Bldg / Rm / Address Line 1: 2901 Woodside Drive

Bldg / Rm / Address Line 2:

Phone: (513) 556-1234

Fax:

Web Address:

Text approved? ☒

Back Continue

Print Shop Pro WebShop® 18.0.8

Step 5: On the next page, select your account number from the drop-down list, choose a quantity, and click **Continue** again.

Print Shop Pro

comservices.uc.edu/psp/appNet/TemplateOrder/OrderDetails.aspx?O...

Apps AmazonSmile PLCH ePLCH Superior CHASE feedly Other bookmarks

Printing and Duplicating Services New Order My Orders Reports Admin More -

Logout

Contact and Order Information

Order Information

Job Name: UC LH ACADEMIC (BOND) for William Vanasse

Contact Information

Contact Name: William Vanasse

Phone Number: +1 513 556 1234

Site / Dept: Printing & Duplicating Services

Account Number (For missing accounts, select "Account Not Found")

Quantity

Shipping Information

Suggested Due Date: 4/30/2021

Delivery: ☒ Mail Per Pick Up ☐ Ship To Address ☐ Ship to Site

Address: 2901 Woodside Drive

City: Cincinnati

State (Abbreviation): OH

Postal Code: 45221-0123

Country: United States

Back Continue

Print Shop Pro WebShop® 18.0.8

Step 6: The next page gives you the opportunity to review your order one last time. If everything appears to be correct, just click **Finish**.

Print Shop Pro

comservices.uc.edu/psp/appNet/TemplateOrder/SubmitOrder.aspx?...

Apps AmazonSmile PLCH ePLCH Superior CHASE feedly Other bookmarks

Printing and Duplicating Services New Order My Orders Reports Admin More nienabwl Log Out

Order #: 6027

Order Name: UC LH ACADEMIC (BOND) for William Nienaber (1000)

Total Price: \$155.47

Template Field Entries

Department or College Name: College of Engineering and Applied Science

Division or Program Name: Chemical Engineering

University of Cincinnati: University of Cincinnati

PO Box: PO Box 210123

City, State, Zip: Cincinnati, OH 45221-0123

Bldg / Rm / Address Line 1: 2901 Woodside Drive

Bldg / Rm / Address Line 2:

Phone: (513) 556-1234

Fax:

Web Address:

Back Save as Quote Cancel Order Finish

Print Shop Pro Webdesk® 16.0.6

The final screen is your order confirmation, which will include the order number assigned. There is also a link that will take you to the order details.

Print Shop Pro

comservices.uc.edu/psp/appNet/TemplateOrder/OrderComplete.aspx?OrderID=PcpH%...

Apps AmazonSmile PLCH ePLCH Superior CHASE feedly Goodreads Other bookmarks

Printing and Duplicating Services New Order My Orders Reports Admin More nienabwl Log Out

Order Process Complete.

Your order has been submitted. Thank you!

Thank you. Your order has been submitted.

Order #: 6027

Order Name: UC LH ACADEMIC (BOND) for William Nienaber (1000) View Order Details

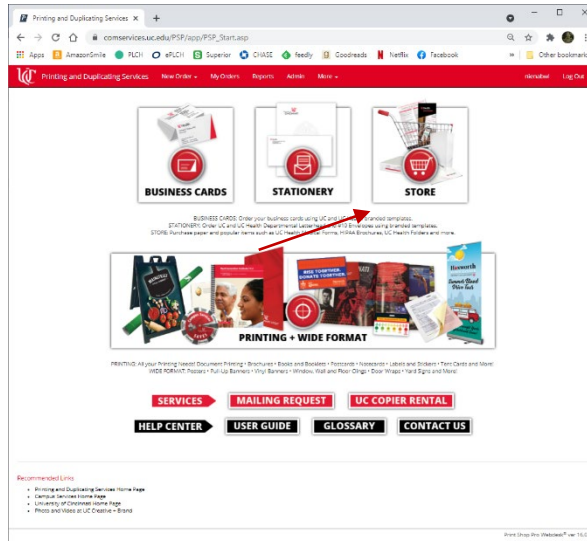
Total Price: \$155.47

Print Shop Pro Webdesk® 16.0.6

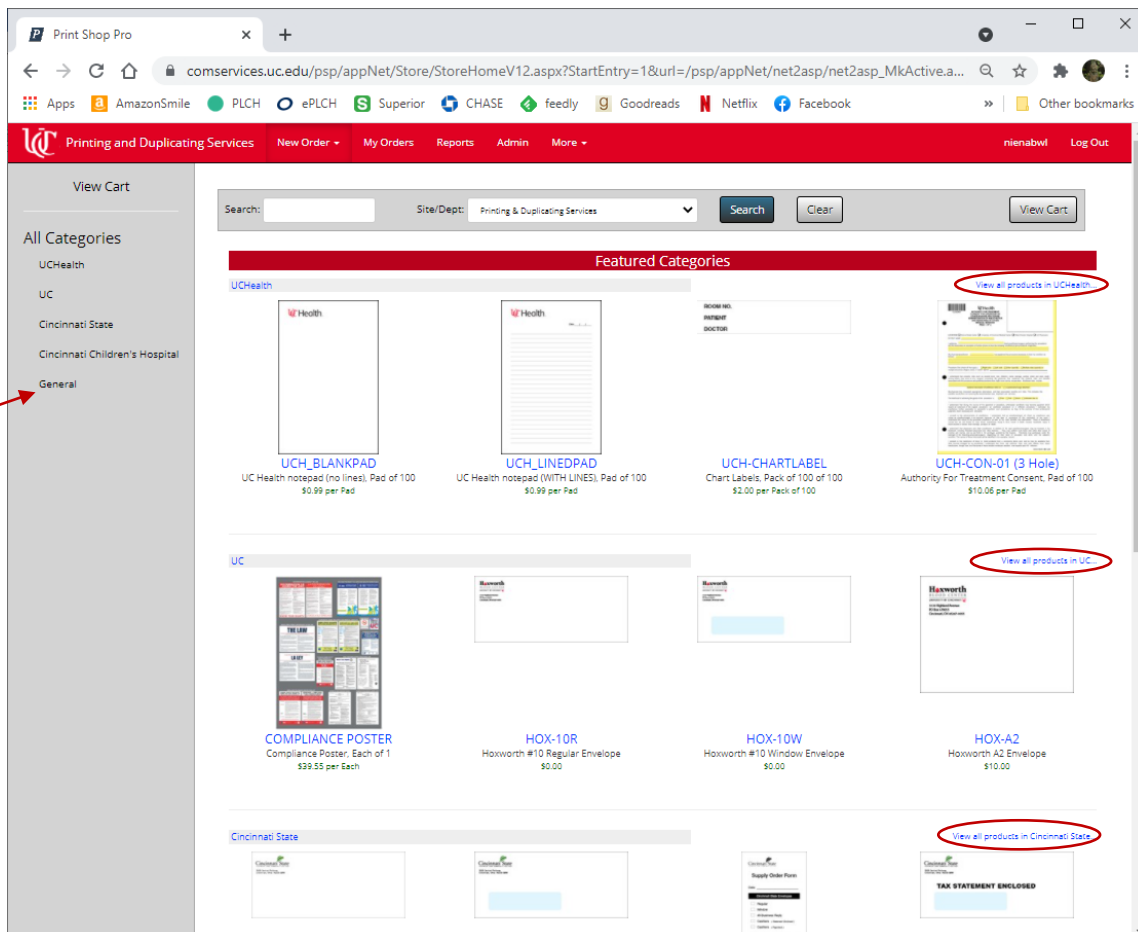
Placing a Store Order

Our **Print Order Desk Store** contains a variety of items that are either in-stock or ready to print on demand. There are client-specific forms, stationery, and other options for **UC**, **UC Health**, **Cincinnati Children's Hospital Medical Center**, and **Cincinnati State** clients, as well as generic items such as reams and cases of paper in a variety of colors. Permissions based upon your site will determine which items you see.

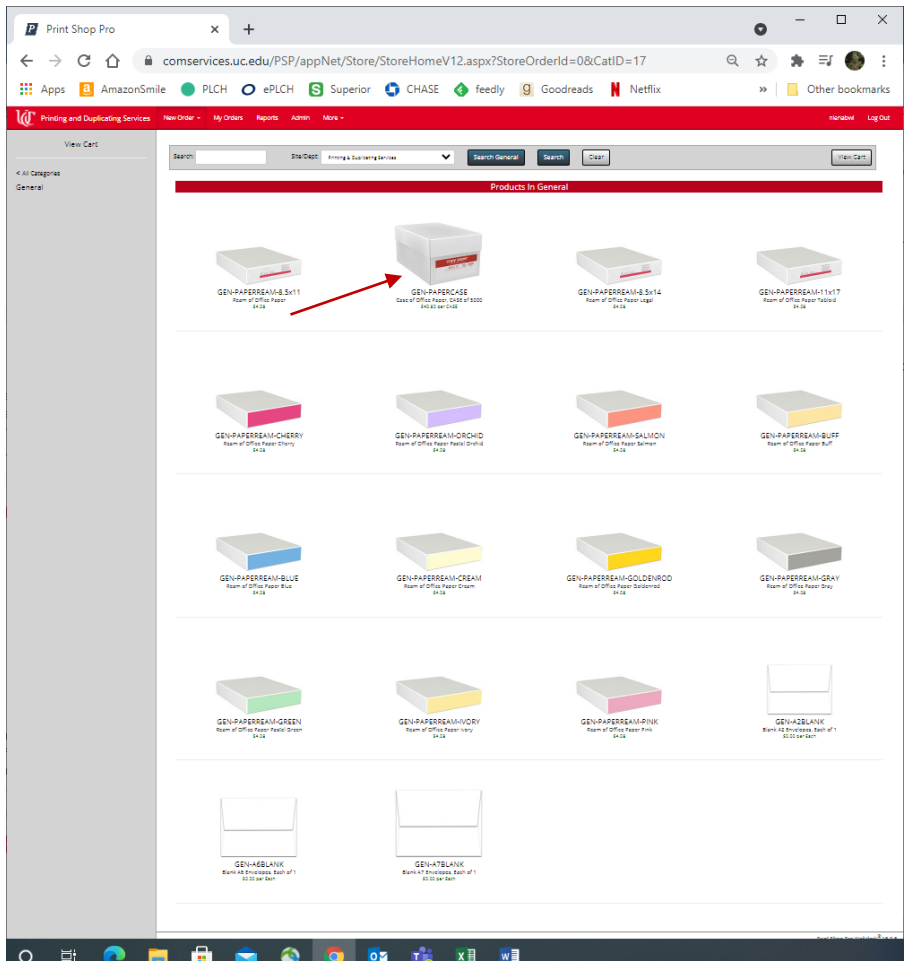
Step 1: Select the **Store** button from the **Print Order Desk** home page.



Step 2: The main page of the store displays a few items available for each client category, with a link on the right (circled in red) to show more products. In the grey menu bar on the left, you can select the specific category you want to shop from. Let's have a closer look at the **General** Store category by clicking that choice from the menu.

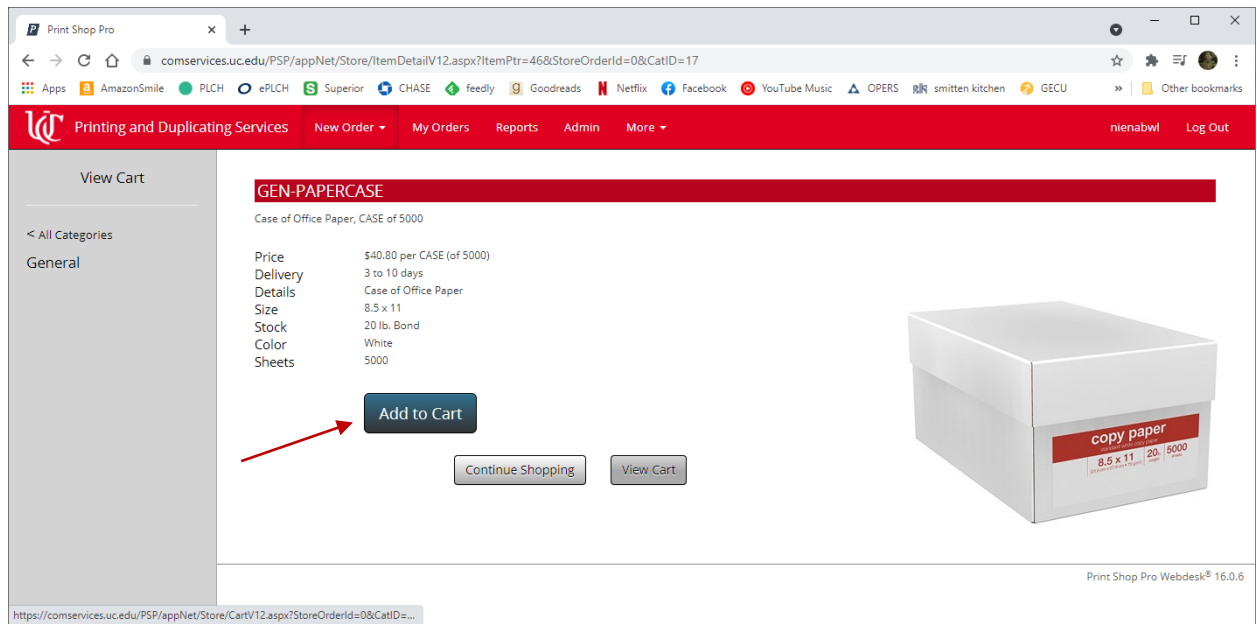


Step 3: The **General** section of the Store features paper, which is available by the ream or by the case, and blank envelopes. Let's say you need a case of paper for your departmental copier or printer. Click the icon representing a case of plain white office paper. That's 10 reams total.

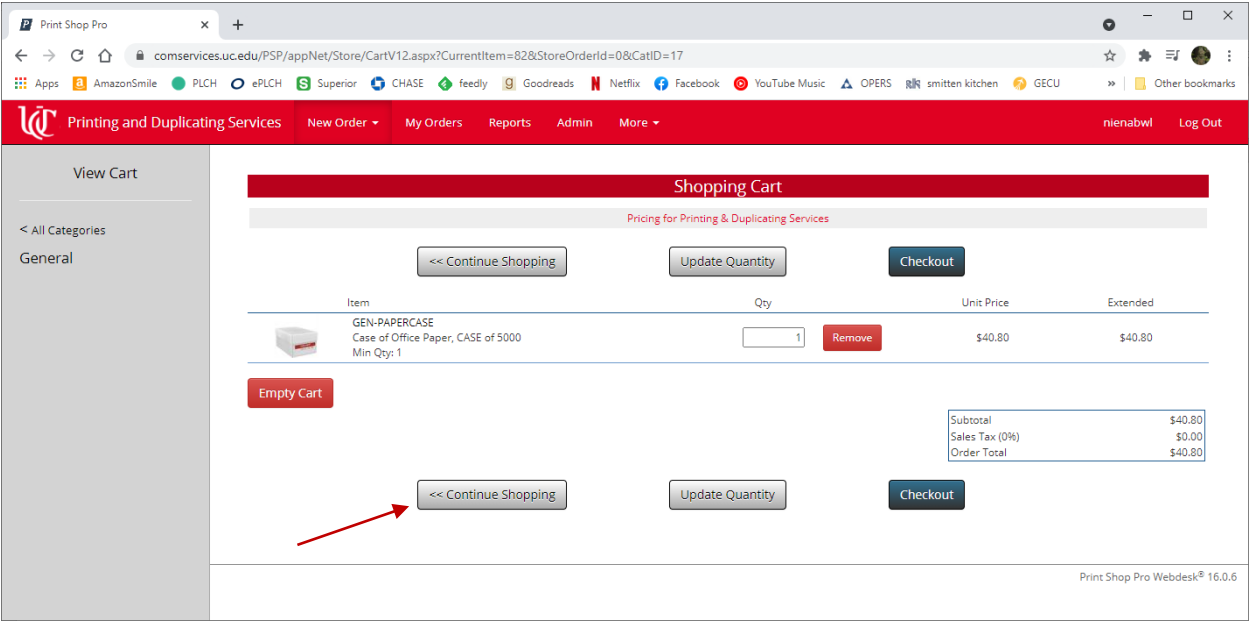


You will be taken to the order page for that item, with details such as price, size and type of paper, and an estimated time of delivery.

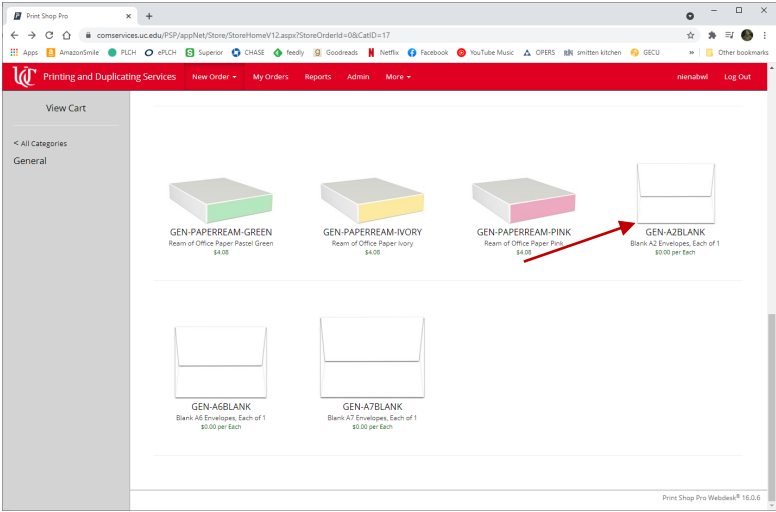
Step 4: Just click **Add to Cart** to purchase.



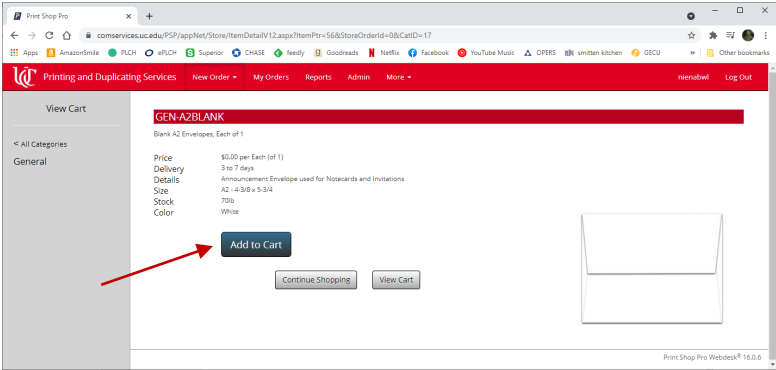
Your shopping cart will be displayed. If you need more than one case, you can edit the quantity, then click either of the **Update Quantity** buttons. If you change your mind, you can click the **Empty Cart** button. You will be shown a running total of how much your order will cost. At this point, you can either **Continue Shopping** or proceed to the **Checkout**. For this demonstration, let's add a box of envelopes; click **Continue Shopping**.



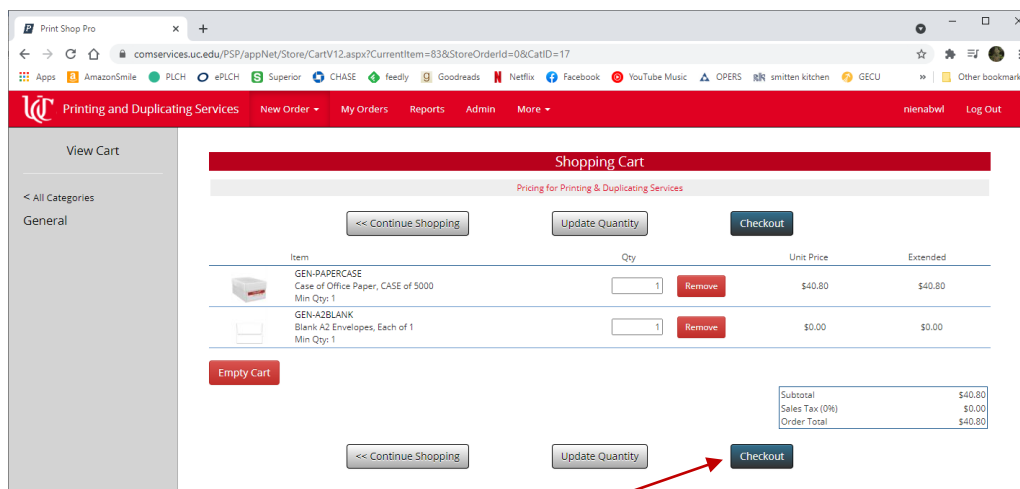
Step 5: You will be returned to the General Store page. Scroll to the bottom of the page to find the available envelopes. Let's add a box of the Blank A2 envelopes to our cart by clicking that icon.



Step 6: Once again, once you've checked the details and you're sure these are the envelopes you want, click **Add to Cart**.



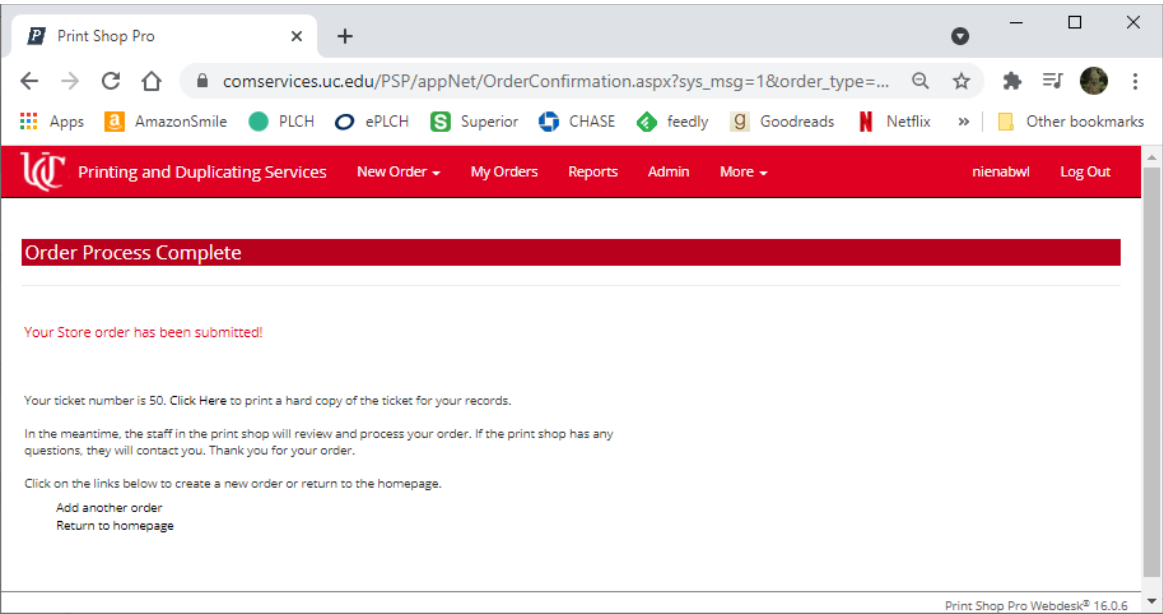
You will return to your shopping cart, where you will see the envelopes added below your case of paper. Once again, you have the option to change and **Update** the quantities of both items. If everything is good, just click **Checkout**.



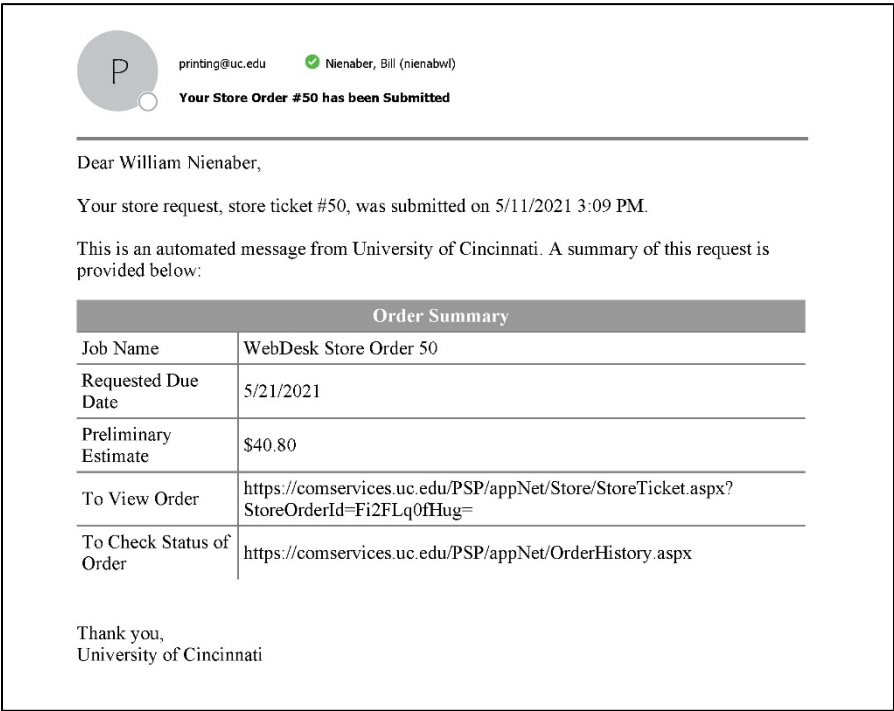
Step 7: On the Checkout page, you can still choose to **Continue Shopping** or go back to **View Cart**. If you're ready to complete your order, just check that your contact information is accurate, choose your Account Number from the drop-down list, and specify whether you want to have your order delivered or if you'll pick up. For delivery, make sure your location is accurate, and if not please correct it. If you choose to pick up you can specify which of our locations you prefer. You can **Save Estimate** if you need to obtain approval for the purchase, then come back later to finalize the order. If that's not the case, just click **Submit Order**.

The screenshot shows the 'Checkout' page. At the top, there are navigation links: '<< Continue Shopping' and 'View Cart'. Below this is the 'Contact Information' section with fields for 'Contact Name' (William Nienaber), 'Phone Number' (+1 513 558 3264), and 'Site / Dept' (Printing & Duplicating Services). Below this is the 'Account Number' section with a dropdown menu labeled 'Please Select'. A red arrow points to this dropdown. Below this is the 'Shipping Information' section with fields for 'Suggested Due Date' (5/21/2021), 'Rush?' (Yes/No), 'Delivery' (Hold For Pick Up, Ship To Address, Ship to Site), and 'Pickup Location' (Select One). A red arrow points to the 'Pickup Location' dropdown. Below this is the 'Special Instructions' section with a 'Notes' field. At the bottom, there is a 'Select An Action' section with buttons: 'Cancel Order', 'Save Estimate', and 'Submit Order'. A red arrow points to the 'Submit Order' button. At the very bottom, there are links: '<< Continue Shopping' and 'View Cart'.

You will receive a confirmation that your order has been submitted, with a ticket number for your reference.

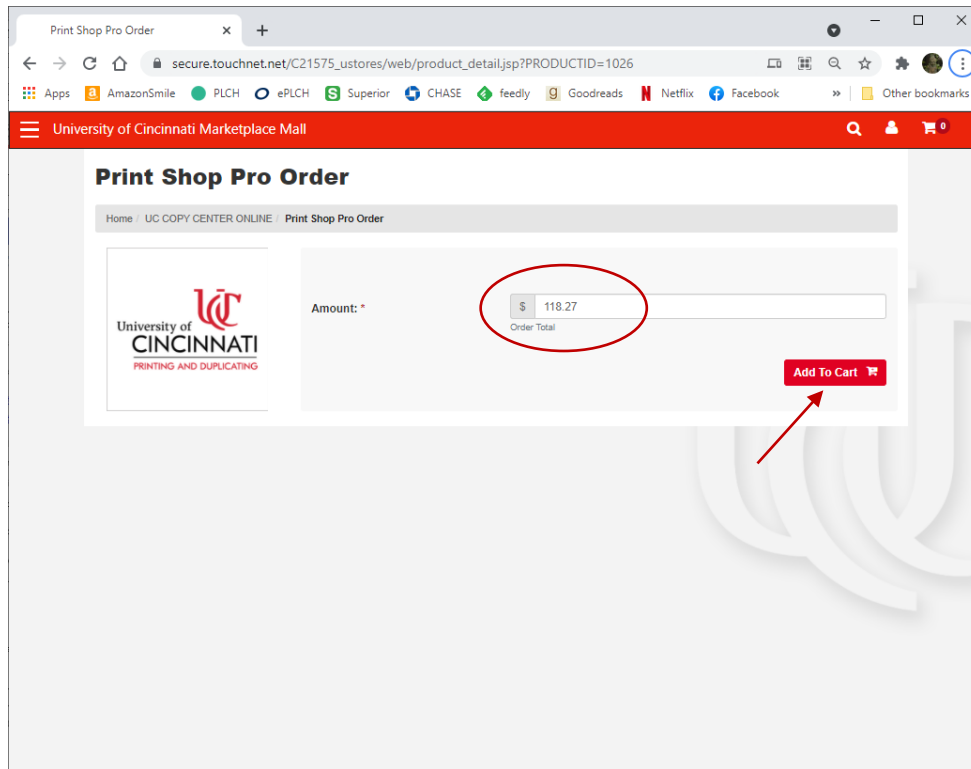


You will also receive an email confirmation.

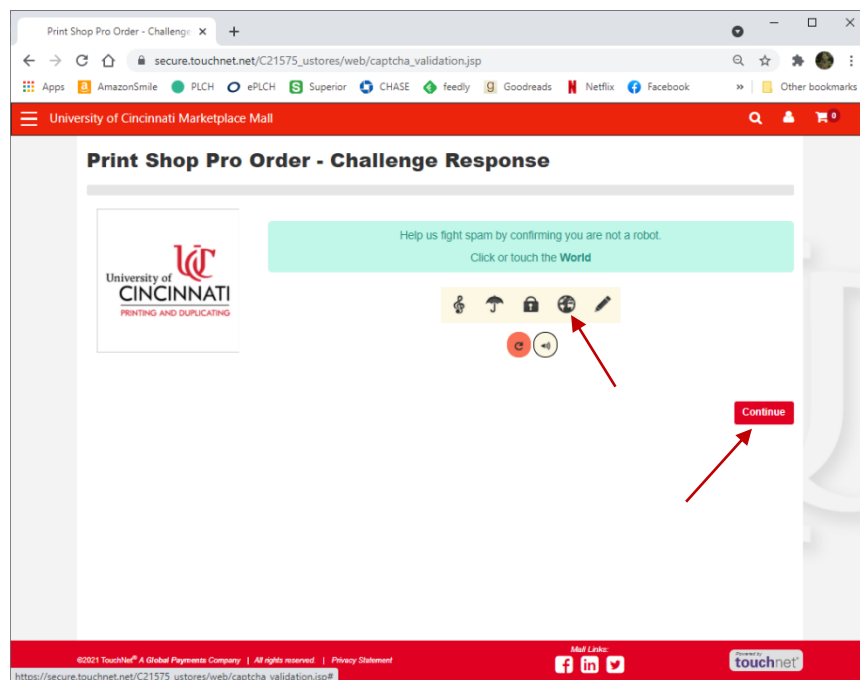


Paying for Orders Using Our uStore Site

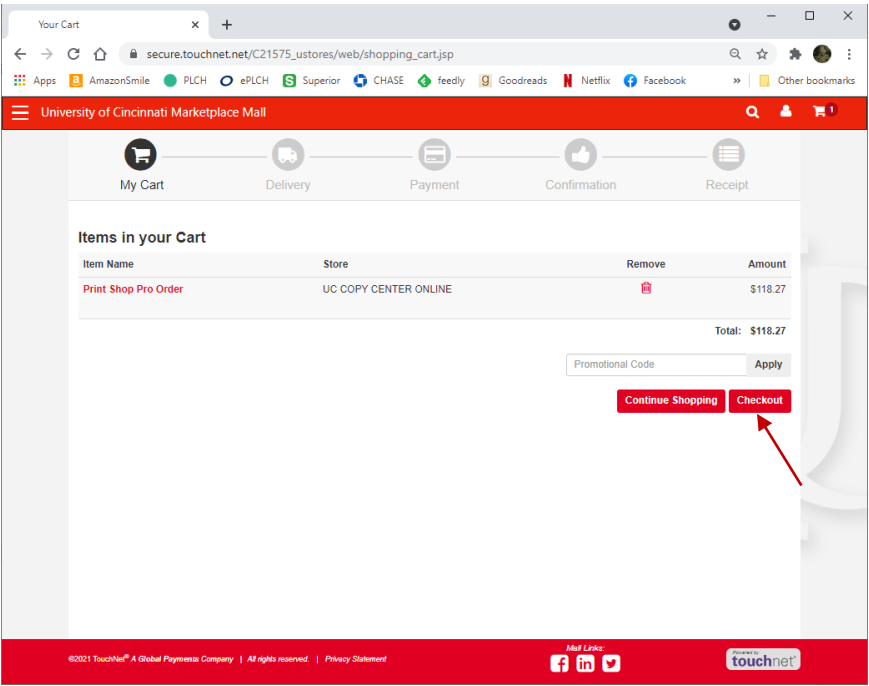
If you have placed an order using the Credit Card/ACH account option, your order will need to be paid before it is delivered or picked up. If you're picking your work up personally at one of our locations, you will be able to pay at the counter. If you have chosen the delivery option, or if you would prefer to pick up with limited contact, you can pay via our online **uStore** portal. If you did choose delivery, you should receive an email informing you that your work is ready, with a link to the uStore so you can submit payment. If you don't have an email with the link, you will find the uStore at https://secure.touchnet.net/C21575_ustores/web/product_detail.jsp?PRODUCTID=1026. When you reach the mail page of our uStore, enter the amount found on your order into the **Order Total** field, then click **Add To Cart**.



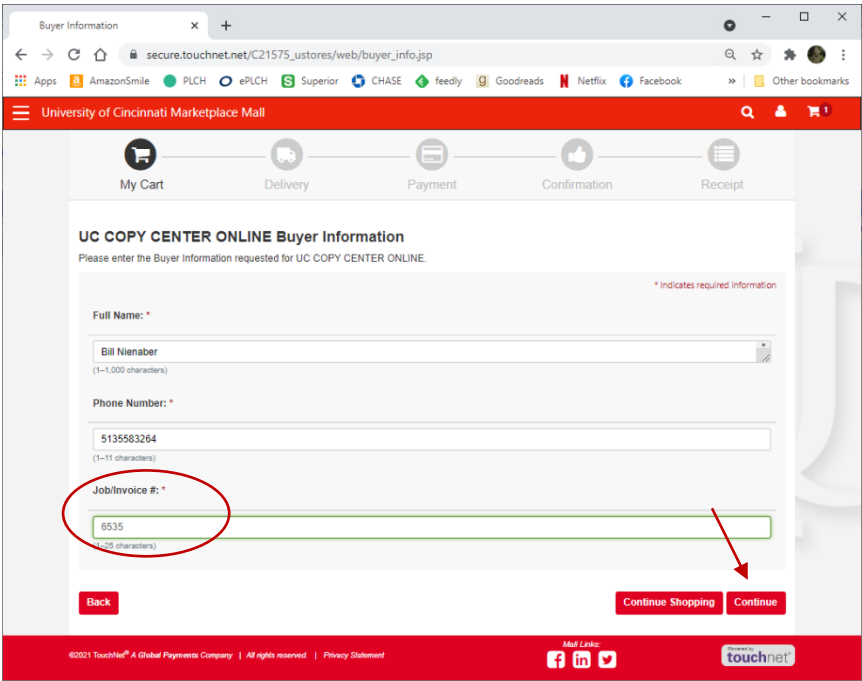
Click the image mentioned in the CAPTCH text and click **Continue**.



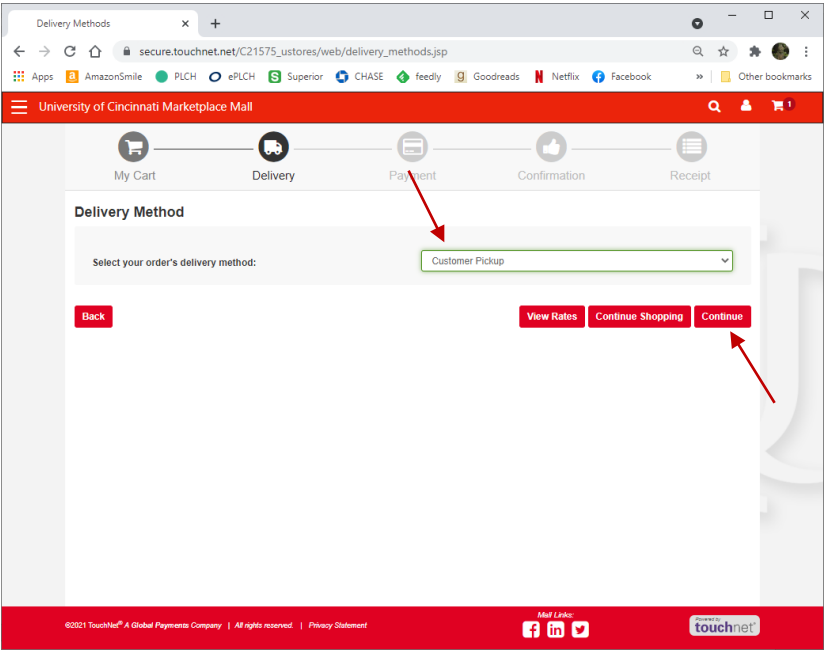
On the next page, just click **Checkout**.



Next, enter the required information (all 3 fields are required). In the bottom field (Job/Invoice #:), please enter the order number found on the order you're paying for. Then click **Continue**.

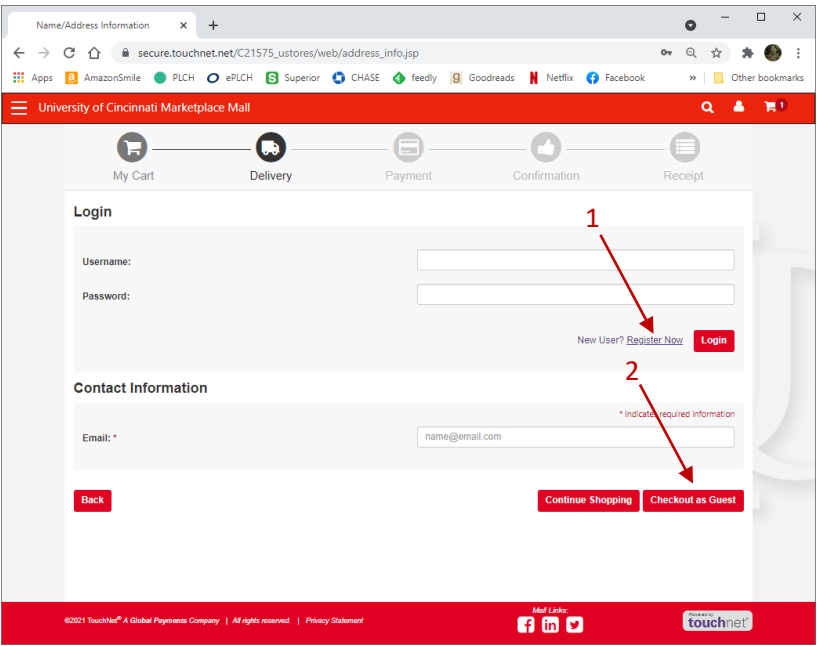


For **Delivery Method**, please select Customer Pickup, then click **Continue**. (If your order is scheduled for delivery, it will still be delivered.)



If you are a Credit Card/ACH client, it would be a good idea to register an account for a quicker process on future payments. To do this, just enter a username and password, then click Register Now (1).

Otherwise, you can **Checkout as Guest** (2).



Using the drop-down at the top, select Credit Card or Electronic Check (ACH) as your payment method. (For ACH, you will need to know your bank's routing number and your account number.)

The screenshot shows the 'Payment Methods' page on the University of Cincinnati Marketplace Mall. The 'Payment Method' dropdown menu is highlighted with a red circle. Below it, the 'Available Payment Methods' section lists various options. The 'Billing Address' section contains fields for Name, Address Line 1, Address Line 2, Country, City, State/Province, and Postal Code. A red arrow points to the 'Continue' button at the bottom right of the form.

Fill in your credit card or ACH information, and all the Billing Address information, then click **Continue**. (All fields under Billing Address are required, except Address Line 2.)

Credit Card

This screenshot shows the 'Payment Methods' page with 'Credit Card' selected in the 'Payment Method' dropdown. The 'Credit Card' section contains fields for Credit Card Number, Expiration Date, and Security Code. The 'Billing Address' section contains fields for Name, Address Line 1, Address Line 2, Country, City, State/Province, and Postal Code. A red arrow points to the 'Continue' button at the bottom right of the form.

ACH

This screenshot shows the 'Payment Methods' page with 'Electronic Check (ACH)' selected in the 'Payment Method' dropdown. The 'Electronic Check (ACH)' section contains fields for Bank Account Type, ABA Routing number, Account Number, and Confirm Account Number. The 'Billing Address' section contains fields for Name, Address Line 1, Address Line 2, Country, City, State/Province, and Postal Code. A red arrow points to the 'Continue' button at the bottom right of the form.

Finally, ensure that all your billing information and your payment amount are correct, then check the box that indicates your agreement with the return policy and click **Submit Order**.

Review Order

secure.touchnet.net/C21575_ustores/web/final_checkout.jsp

AppsAmazonSmilePLCHePLCHSuperiorCHASEfeedlyOther bookmarks

University of Cincinnati Marketplace Mall

My Cart

Delivery

Payment

Confirmation

Receipt

Review Order

Payment Information

Payment	Details	Billing Information	Summary
Visa			Print Shop Pro Order: \$1.00
		Cincinnati, OH 45204 United States	Tax: \$0.00
			Total: † \$1.00

† Business Correspondence Address

UC COPY CTR | HPB WWW
51 GOODMAN DRIVE, SUITE 500
CINCINNATI, OHIO 45221-0641
UNITED STATES

Change Payment Information

Contact Information

Edit

Return Policy Agreement

UC COPY CENTER ONLINE
Refunds will be evaluated on a case by case basis.
For questions, contact:
UC Printing Services
5121 Fishwick Drive, Suite 120
Cincinnati, OH 45216
USA

☐ By checking this box you are agreeing to the above Return Policy Agreement.

Back

Print Return Policy Agreement

Continue Shopping

Submit Order

©2021 TouchNet® A Global Payments Company | All rights reserved. | Privacy Statement

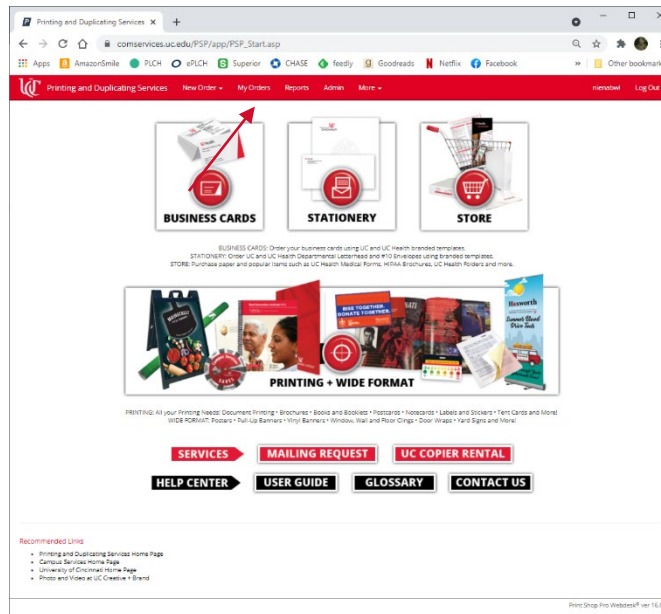
APP LINKS:
f in

powered by touchnet

Working with Your Orders

All the orders you submit through the Print Order Desk will be saved for you to review or resubmit. This makes it simple for you to find your expenditures in case there is a question about them later, and to submit recurring jobs without going through the entire order process.

To see your archived orders, just click **My Orders** in the red header bar on the home page.



You will be taken to the list of all your previously submitted orders. In the last column of each row in the list you will find a **View** link which will display the details of that order.

Order History

comservices.uc.edu/PSP/appNet/OrderHistory.aspx

Printing and Duplicating Services

Order Filter for William Nienaber

Print Category: All Orders

Status Category: All

Order Type: All Types

Site/Dept:

Job Name:

OrderID:

Created Date Start:

Created Date End:

Project Contains:

Status Date Start:

Status Date End:

Requisition# Contains:

Records per Page: 100

Shipped: ☐

Account Number (Credit/Debit Payments will be paid at Print Shop or our online payment portal):

My Orders Only: ☒

Apply Filter

57 Orders Found

Export List

OrderID	Type	Req#	Job Name	Contact	Project	Site/Dept Code	Account Number (Credit/Debit Payments will be paid at Print Shop or our online payment portal)	Amount	Created Date	Status Date	Shipped	Status	View
4211	Print		18x24cam	William Nienaber	Printing & Duplicating Services		D60000945020010075*****	\$92.61	5/5/2021	5/5/2021	No	Submitted	View
2660	Print	n/a	UC HEALTH for William Nienaber (1000)	William Nienaber	Printing & Duplicating Services		D60000945020010065*****	\$40.23	4/12/2021	4/30/2021	No	Complete	View
2676	Print		DoorWrap	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$183.62	4/12/2021	4/30/2021	No	Complete	View
2733	Print		FabricPosters	William Nienaber	Printing & Duplicating Services		D60000945020010065*****	\$459.27	4/12/2021	4/30/2021	No	Complete	View
2734	Print		NewFabricTest	William Nienaber	Printing & Duplicating Services		D60000945020010065*****	\$401.93	4/12/2021	4/30/2021	No	Complete	View
2090	Print		wallding	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$43.62	3/30/2021	4/30/2021	No	Complete	View
1852	Print		FakeAccount	William Nienaber	Printing & Duplicating Services		057200.7490.10	\$141.02	3/24/2021	4/30/2021	No	Complete	View
1853	Print		single2x3lam	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$53.55	3/24/2021	4/30/2021	No	Complete	View
1872	Print		WhiteFoam	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$38.88	3/25/2021	4/30/2021	No	Complete	View
1854	Print		2x2x3lam	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$67.40	3/24/2021	4/30/2021	No	Complete	View
1855	Print		bgm2	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$103.15	3/24/2021	4/30/2021	No	Complete	View
1748	Print		20x30Test	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$114.69	3/22/2021	4/30/2021	No	Complete	View
1753	Print		20x30Test2	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$83.01	3/22/2021	4/30/2021	No	Complete	View
1755	Print		24x36	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$105.19	3/22/2021	4/30/2021	No	Complete	View
1758	Print		new3xBanner	William Nienaber	Printing & Duplicating Services		D60000945020010035*****	\$119.70	3/22/2021	4/30/2021	No	Complete	View

Here you have the option to **Print Ticket**, or to **Copy Order** if you need to resubmit a similar order. The order will open with a new order number.

Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=Z17V8aLbYLdq5nk6tv37YQ%...

Printing and Duplicating Services New Order My Orders Reports Admin More rianabul Log Out

Order Detail for Order ID 4211

Back Copy Order Print Ticket

Job Name 18x24foam
Site/Dept Printing & Duplicating Services Order Category Mounted Posters (Discontinued)
Contact William Vranaber Finish Size 18 x 24 white foam
Account Number 06000048020010075*****
Terms

Estimate \$99.61
Price Each (\$18.72 per Set)
Job Summary - Order#: 4211
Status Submitted
Date Due 5/7/2021
Due Time
Rush ☐ Standard turnaround for wide format orders is 3 business days. The minimum turnaround for rush orders is 1 business day, and the surcharge for rush orders is 50% added to the base cost for the work.
Date Ordered 5/9/2021
Printing

of Sets 5 Special Instructions

Purpose	Size	Style	Color	Weight	Sides	Originals
Main Paper	34 x 1800	WP-Self Adhesive Vinyl	White	mi	One Sided	1

Attachments

Add-on Item	Qty	Price
Production Time: 0.50 \$18.72		

Add-ons

Binding None
Document Width 18.000
Document Height 24.000
Bleed ☐

Ship To Hold for Pickup
Pickup Location Kowalewski Hall Copy Center
Delivery Note
Customer Note

Back Copy Order Print Ticket

Print Shop Pro Webdesk® 16.0.6

In the copied order, you will be able to edit details that should be different from the original order. You can change the account number for billing and the quantity, and you can also add a new paper stock and attach a new file. Finishing options can be changed using the **Change** button in the **Binding** section, and you can also change the **Hold for Pickup** or **Ship to** options. When all edits have been made, just **Save** it as a new order. There is also a **Cancel** option.

Printing and Duplicating Services Print Shop Pro

comservices.uc.edu/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=0eqXqb48odf5L7DQ7DhY4g%3d%3d...

Printing and Duplicating Services New Order My Orders Reports Admin More rianabul Log Out

Edit Print Order ID 4304

Back Cancel Edit Save

Job Name 18x24foam 5/7/2021
Site/Dept Printing & Duplicating Services Order Category Mounted Posters (Discontinued)
Contact William Vranaber Finish Size 18 x 24 white foam
Account Number 06000048020010075*****
Terms

Estimate
Price Each
Job Summary - Order#: 4304
Status Quote Only
Date Due 5/11/2021
Due Time
Rush ☐ Standard turnaround for wide format orders is 3 business days. The minimum turnaround for rush orders is 1 business day, and the surcharge for rush orders is 50% added to the base cost for the work.

of Sets 5 Special Instructions (Copied From Order#4211)

Purpose	Size	Style	Color	Weight	Sides	Originals
80# Main Paper	34 x 1800	WP-Self Adhesive Vinyl	White	mi	One Sided	1

Add New Stock

Attachments To view PDF files you will need a PDF viewer, such as Adobe Reader.

Add-on Item	Qty	Price
Production Time: 0.50 \$18.72		

Add-ons

Binding None **Change**
Document Width 18.000
Document Height 24.000
Bleed ☐

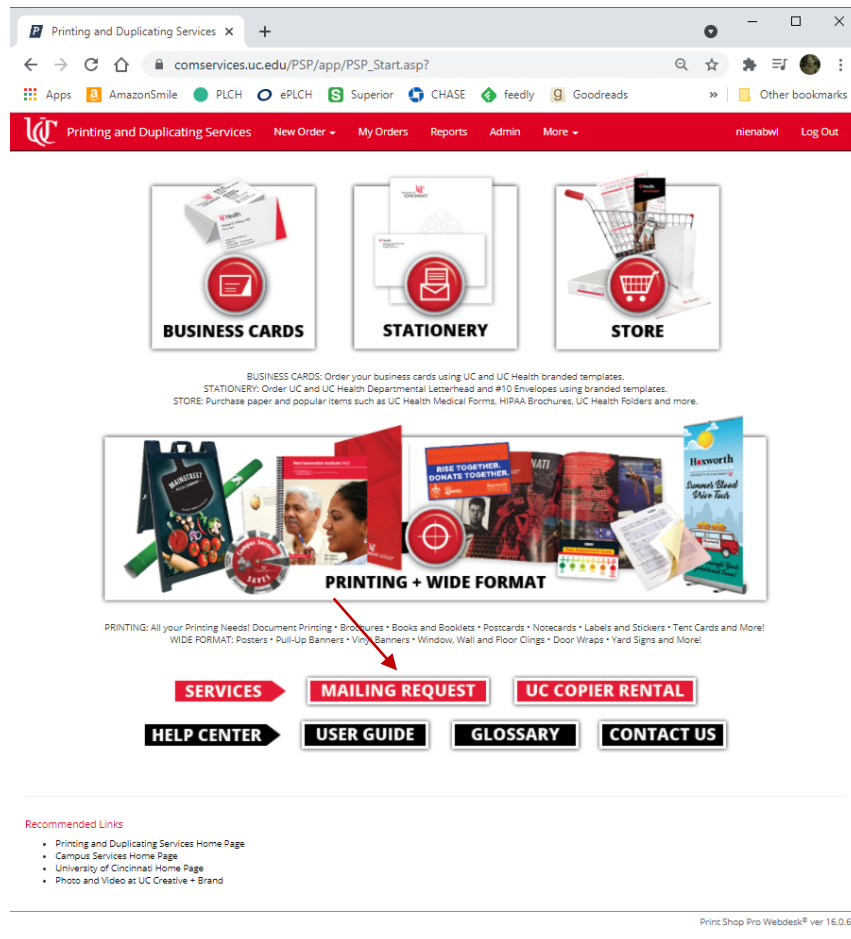
Ship To Hold for Pickup
Pickup Location Kowalewski Hall Copy Center
Delivery Note
Customer Note

Back Cancel Edit Save

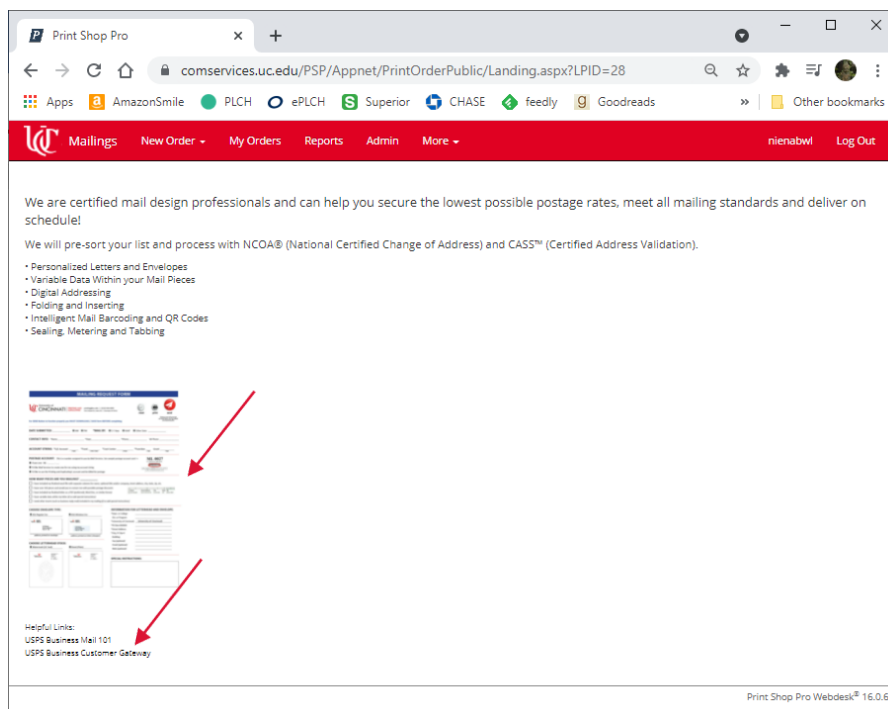
https://comservices.uc.edu/PSP/app/ Print Shop Pro Webdesk® 16.0.6

Mail Services

Our Fishwick location offers both bulk and first-class mailing for your print projects. To take advantage of our mail service, click the **Mailing Request** button located in the **Services** section of our **Print Order Desk** home page.



This will give you access to a form you can use to send us needed information regarding your mail project. There are also links to some helpful information from the US Postal Service. Click the image of the form to open it.



The first thing you'll need to do is to download the form. Click the download icon in the upper right-hand corner.

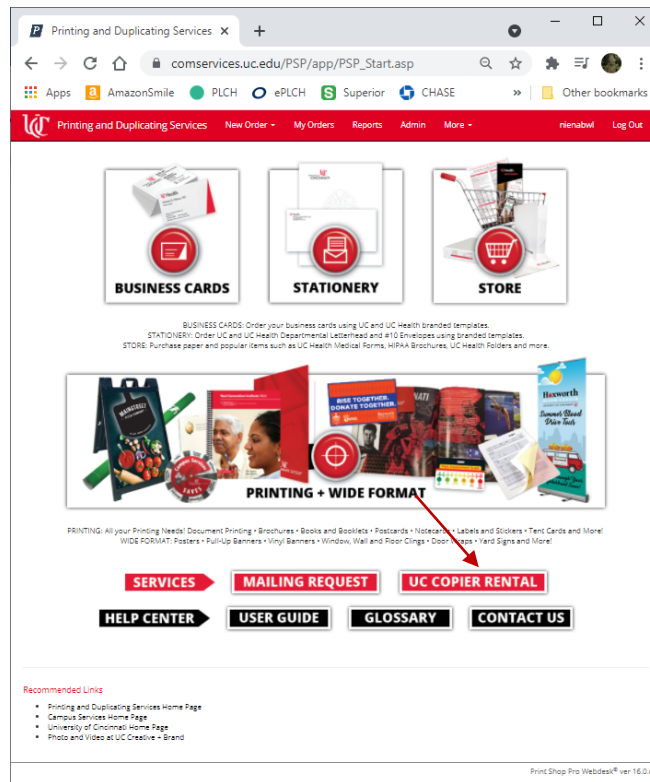
The screenshot shows a web browser window with a PDF document titled "Mailing Order.pdf" open. The browser's address bar displays the URL "comservices.uc.edu/psp/data/web/documents/Ma...". The PDF viewer toolbar at the top of the document shows a download icon (a downward arrow) which is highlighted by a white arrow. The form itself is titled "MAILING REQUEST FORM" and is from the University of Cincinnati. It contains several sections for user input, including "DATE SUBMITTED", "CONTACT INFO", "UC ACCOUNT STRING", "POSTAGE ACCOUNT", "MAIL METHOD", "MY MAILING IS A:", "ENVELOPE WITH INSERTS", and "SPECIAL INSTRUCTIONS".

Open the file using Adobe Acrobat or Acrobat Reader. Once you have filled in all the information about your mailing, resave the file. Then, when you place your print order, please attach this file to the order as well as your print file. As soon as our staff has calculated the cost of postage for the mailing they will add it to your order, and you will receive a quote for the entire job (both print and postage costs).

We understand that clients sometimes need to charge postage costs to a different account number from the printing costs, and if this is the case, simply let us know in the Special Instructions field of your order. You can put the alternate account there and we will separate the charges for you.

Copier/Printer Rentals

We also offer copiers and printers for your office as rentals. To request information, click the **UC Copier Rental** button in the **Services** area of our **Print Order Desk** home page.



You will be taken to our form designed to collect all the relevant information we'll need about your copier or printer needs. Click the image of the form to open the fillable fields.

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comservices.uc.edu/pspp/a...

Apps AmazonSmile PLCH ePLCH Other bookmarks

Printing and Duplicating Services

Select Your Item

Machine information University of Cincinnati

All our machines are rental agreements, that means there is no contract or deadline to fulfill. If you need a larger or smaller machine we can step it out as problem.

All parts and service are also included in the pricing so if your machine goes down or you need toner, you get it at no extra cost. The only things not included in the price are staples and paper.

Just give us a call and we can get the supplies or service you need!

Requested by: **Business Unit Name** Today's Date: **01/05/2021**

COPIER/PRINTER SPECIFICATIONS

Printing: B/W, Color, and A3/A4 printing are all standard.	
Copy/Scan: Yes	Color: No
Size: No	Double Sided: No
Print 11x17: No	Stapler: No
Hide Punch: No	

of paper drawers: 123 # of people using unit: 123

Est. Monthly Volume B/W: 123,456 Est. Monthly Volume Color: 123,456

Additional Information

Would you like this machine networked? (More than one person printing to it) Yes

Do you want a specific machine? No If yes, please list: **Networked Machine**

When would you like the machine by? **01/05/2021**

LOCATION

Campus: West	
Building: Building Name	
Room #: 1234	
Department: Department Name	
Mail Location: 000000	
Address: 123 Main Street	

CONTACT

Name: Business Unit Name	
Phone: 513-555-5555	
Email: Business Unit Name@uc.edu	
Billing String: XXXXXXX-XXXXXXX-XXXX-XXXX	
IT Contact: Business Unit Name	

Check for the following string in your email: **Business Unit Name**
If you do not see this string in your email, please contact us for assistance.

Copier Information Request

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All fields are required, (with the exception of Additional Information, Machine Manufacturer, and UC IT Contact Name) so make sure you fill the form in completely. If you have questions, contact a member of our team for help. If you are interested in a specific manufacturer, there is a field where you can enter the name. When you have completed the form, press [Continue](#).

[illegible]

This will display the information you entered. Make sure that everything is accurate, then check the **Text Approved** box and click **Continue**.

[illegible]

The next page asks for your account number and quantity. 1 is the only available quantity, so check the circle next to the quantity. Please select the account that the rental charges should be billed to. Nothing will be charged until after the bidding process is complete and you have approved the device we will recommend for you. Press **Continue** after you've selected your account number.

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comservices.uc.edu/psp/appNet/Templa...

Apps AmazonSmile PLCH ePLCH Superior Other bookmarks

Printing and Duplicating Services New Order My Orders Reports Admin More nlanabw Log Out

Contact and Order Information

Order Information

Job Name: Cooler Information Request for William Nlanaber

Contact Information

Contact Name: William Nlanaber

Phone Number: +1 512 558 2254

Site / Dept: Printing & Duplicating Services

Account Number (For missing accounts, select "Account Not Found")

Please Select

Quantity: ☒ 1 (\$0.00)

Shipping Information

Suggested Due Date: 7/1/2021

Delivery: ☐ Hold For Pick Up ☒ Ship To Address ☐ Ship to Site

Attn: William Nlanaber

Mail Location: william.nlanaber@uc.edu

Shipping Address: 3355 Eden Avenue

Address2: Room G-40

City: Cincinnati

State (Abbreviation): OH

Postal Code: 45267-0579

Country: United States

Back **Continue**

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Your order summary will be displayed. You can click either [Save as Quote](#) or [Finish](#) to complete the submission.

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Apps AmazonSmile PLCH ePLCH Superior Other bookmarks

Printing and Duplicating Services New Order My Orders Reports Admin More nianabwl Log Out

Order Summary

Order #:

5047

Order Name:

Copier Information Request for William Nianaber (1)

Total Price:

\$0.00

Template Field Entries

Name:

W

Today's Date:

06/24/2021

Copy/Scan?:

Yes

Fax?:

No

Color:

Yes

Double-Sided:

Yes

Print 8.5x14:

No

Print 11x17:

Yes

Connect to Mac:

No

Staple:

Yes

Hole Punch:

No

of Paper Drawers:

1

of People:

3

Average Volume B/W:

2500

Average Volume Color:

4500

Additional Information:

Networked:

Yes

Specific Machine:

No

Machine Manufacturer:

When it is needed by:

06/25/2021

Campus:

Medical/East

Building Name:

Kowalewski Hall

Room Number:

Q-40

Department:

POS

Mall Location:

0673

Address:

3255 Eden Avenue

Contact Name:

Bill Nianaber

Phone Number:

513-555-3264

Contact Email:

william.nianaber@uc.edu

UC Billing String:

jupejh

UC IT Contact Name:

Back

Save as Quote

Cancel Order

Finish

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Your final page will be your order confirmation, informing you that your form has been submitted. When our fleet copier coordinator receives the form, he will contact our vendors with an invitation to bid on the placement. The bids will then be evaluated based upon which one meets your needs most completely, as well as the amount of the bid. As a general rule, we like to give manufacturers a week to submit their bids, but if you need the unit sooner we will do our best to work with your needs.

Charges for fleet copiers are calculated monthly based on a per-copy "click" charge. Your contract will include toner replacements and service calls. Paper and staples will be billable on an as-needed basis.