

Web Submission Review and Helpful Hints

Complete the job ticket in order listed -- completing the left side first, before completing the right side.

Go through every drop down to ensure you have marked each item correctly.

If you mark collate, you also need to choose some type of binding (either staple, coil bind, perfect bind from the drop down or you may write slip sheet between sets under special instructions)

Quantity - when entering a quantity, please enter it as the number of finished piece (i.e.: 400 postcards not 100 sheets) Do not do the math. When in doubt clarify it under the "Special Instruction": section (i.e.: need 400 finished postcards)

Remember to mark "cut" under additional bindery options if the job prints multiple-up on a sheet

NCR Forms --to request NCR Forms complete job ticket as normal, when you get to the "Paper Color" drop down - scroll down until you get to 2-part NCR Form, 3-part, 4-part or 5-part and choose appropriate one. It will auto populate the rest of the drop downs.

Multiple packets--each packet should go on it's own job ticket. This eliminate confusion as to which pages get combined into a packet. It also ensure the job is priced correctly.

If multiple files are uploaded to a job, please clarify under special instructions if they are to be collated into one big packet. Also list the order in which they should appear in the finished piece.

Once a job has been submitted you cannot make any changes to it or re-submit it.

Specialty Item Jobs: Specialty Item jobs are those that don't necessarily need a file: business cards, envelopes, name tags, labels, laminate only, paper only, tabs (see picture to right)

Large Format Jobs: any poster job which prints larger than 11 x 17 needs to be entered under the "New Wide Format" tab.

If encountering difficulties when submitting a job, you may need to try another web browser (Firefox seems to work well)

No. of Copies _____

FULL SHEETS

FINISHED PIECES

last name _____

WILL PRINT ON 20# WHITE

PRESS SIZE

2 x 11 11 x 17 8 1/2 x 14 18 x 12

STROBRIGHT PAPER	ENVELOPES
<input type="checkbox"/> 65# card <input type="checkbox"/> blue <input type="checkbox"/> orange <input type="checkbox"/> aschia <input type="checkbox"/> old <input type="checkbox"/> green <input type="checkbox"/> green <input type="checkbox"/> ie <input type="checkbox"/> r purple <input type="checkbox"/> nk <input type="checkbox"/> red <input type="checkbox"/> d <input type="checkbox"/> low <input type="checkbox"/> en <small>(special order)</small>	<input type="checkbox"/> blank quantity _____ Type/Color _____ <input type="checkbox"/> #10 business <input type="checkbox"/> #10 window <input type="checkbox"/> 10x13 <input type="checkbox"/> 6x9 White or Brown Kraft <input type="checkbox"/> #7 <input type="checkbox"/> A2 <input type="checkbox"/> #9 <input type="checkbox"/> other _____
ES/PACKAGING	OTHER
Card Box _____ I Box _____ I Dbl Box _____ _____ L _____ .id Box _____ d Box _____ ip Pkg. _____ _____ L _____	<input type="checkbox"/> Gloss <input type="checkbox"/> Text <input type="checkbox"/> Cover <input type="checkbox"/> 80# card-business cards (lynx) <input type="checkbox"/> Name Tags (w/clips) _____ <input type="checkbox"/> No Clips Chains _____ Lanyards _____ <input type="checkbox"/> Tabs - 5 bank - White <input type="checkbox"/> Tabs - 5 bank - colors <input type="checkbox"/> Manilla File Folders (1 center tab) <input type="checkbox"/> Permanent Paper <input type="checkbox"/> Capitol Bond - white - itrhd <input type="checkbox"/> Crack & Peel - (label stock) <input type="checkbox"/> 2 x 4 <input type="checkbox"/> 8.5x11 <input type="checkbox"/> other _____ <input type="checkbox"/> Other: _____
	KIP POSTERS

Specialty items