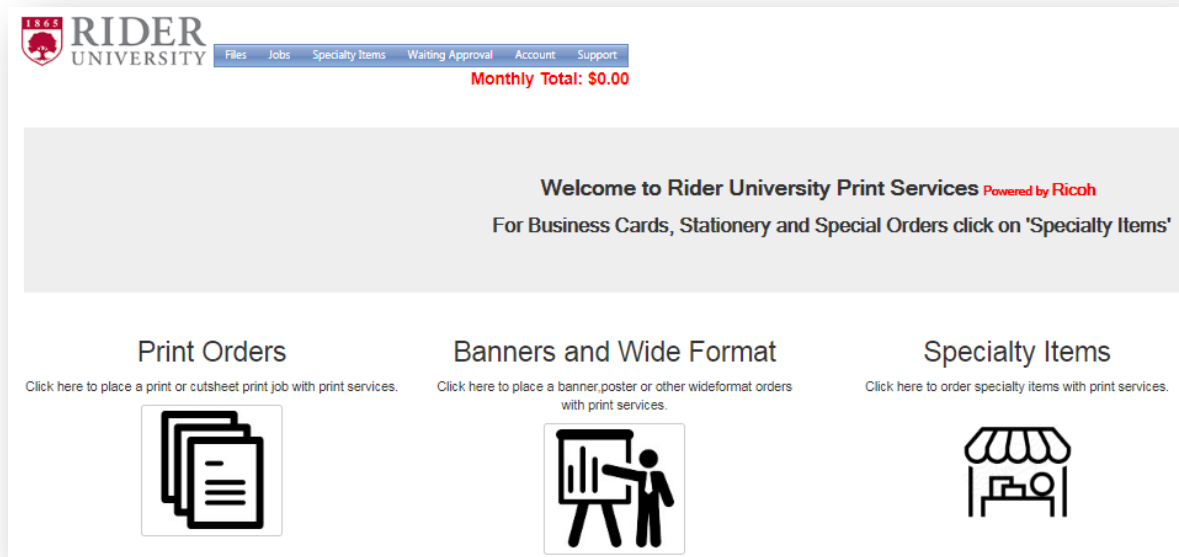




Print Order: [Rider Printing Web Submission](#)



- This guide will walk you through a standard print order. (See the quick reference guide “Create an Account” if you have not yet gained access to the ordering tool).
 - Print Orders: standard print ready files with finishing options that include stapling and booklets
 - Banner and Wi-Fi Format: offer a variety of sizes and material
 - Specialty items: business cards, yard signs, postcards, and brochures.
- To return to this Welcome Screen, use the BACK button at the bottom of the order. When not in the order form, click the Rider LOGO.

Job Name and Department INDEX

Job Name:
Job Name is required to continue.

DEPT. (use Z-prefix for Campus Life approval):

INDEX:

- Complete the mandatory fields.
 - **Job Name:** Describe your request in as much detail as you would need to differentiate it from other jobs in your queue.
 - **DEPT/INDEX:** Defaults to what you selected when you created your account; edit, if necessary, to reflect another INDEX, provided that DEPT is part of your USER TYPE, i.e., Faculty and Staff.
 - For more information on changing your USER TYPE, see the Reference guide on Account Profiles.
 - For orders needing Campus Life approval, please see Guide on Campus Life Approval.

Date Needed and Order Quantity

Date Needed:



Needed Date is required to continue.

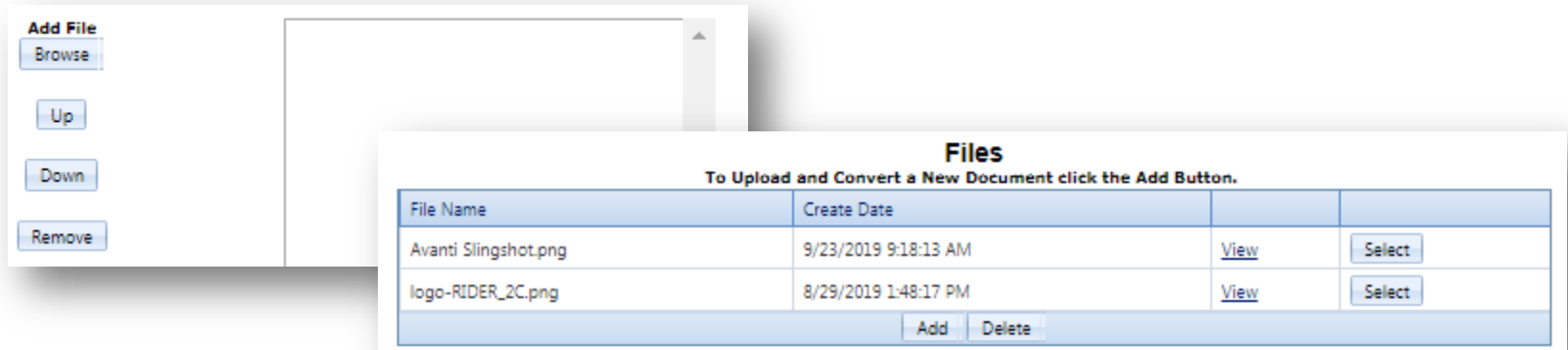
Time Needed:



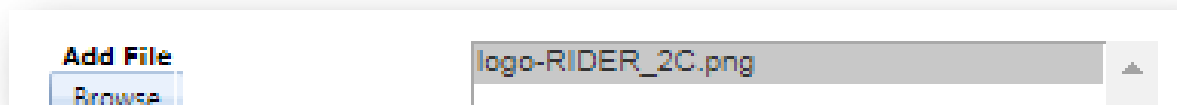
Order Quantity:

Qty is required to continue.

- **Date Needed:** The order form is set to provide at least a 2-day lead time on all prints. Some requests may require more time. This system is not meant to replace human interaction, so please contact the Print Center if your job would be considered rush, or if the job size and urgency requires consultation.
- **Order Quantify** is the number of pieces requested.
 - If you are submitting 2 files each containing 2 pages and your request a quantity of 2000, the system will calculate a price estimate based on 8000 actual prints.
- If you require more than one file to be printed, and those files require different finishing options, i.e., one with corner staple, one as a booklet, etc., you will need to produce separate requests for each.



- **Add File:** When you browse for files to upload for the first time, you will have to ADD files to your selections.
- This will allow you to then browse your computer files to upload your selected item for future orders.
- Previously added files will then show in your browse options as seen in the image above.
- Once the file shows in your uploaded options, simply click the SELECT button to drop it into your order.



Complete the job specifications

B/W or Color:	Black & White
1-Sided or 2-Sided:	1-Sided
Paper Size	8.5 X 11
Paper Color	Regular Bright White (Black and White pri...
Paper Weight	20# Text
Paper Type	8.5 X 11 20# Text (Black and White printing)
	Paper Color
Orientation:	Portrait (Vertical)
Collated:	Collated (Packet)
Cover:	No Cover
Bindery:	No Bindery
Folding/Addl. Bindery:	No Folding/Addl. Bindery
Special Instructions	

- There are several job specifications to choose from based on common paper types and finishing options provided by the Print Center.
- If you do not see the options required for your submission, you are welcome to contact the Print Center by phone (x5031) and/or use the Special Instructions to communicate your desired outcome.

Date Needed and Order Quantity

Unit Price: \$0.1000

Refresh Price

- **Pricing:** To get the estimated cost of your print job while still in order screen, hit the Refresh button on the bottom right of the screen.
- When you **CONTINUE** to the next screen, a breakdown of you pricing will appear.

Job Details

Job Title: test
- 1 set(s) of 1 page(s)
- 1 Black and White impression(s) and 0 Color impression(s)
- 1 sided printing
- Collated
- 8.5 X 11 20# Text (Black and White printing)

	Unit Price: \$0.1000
	Ext: \$0.10
Total:	\$0.10

Black and White Copy Pricing:

1 Black and White impressions at 0.0900 0.0900

Color Copy Pricing:

0 Color impressions at 0.0000 0.0000

Paper Pricing:

1 of 8.5 X 11 20# Text (Black and White printing) 0.0100

Total Unit Price: 0.1000



I Agree

- **Acknowledgement:** This section serves to inform our customers of key Rider specific request criteria. Please read this before clicking “I Agree”. As always, if you have questions, please contact the Print Center before you SUBMIT you order.
- **Delivery:** Upon completion of your order, our mail staff will check your order into the accountable package tracking system and will deliver per your applicable mail delivery route.