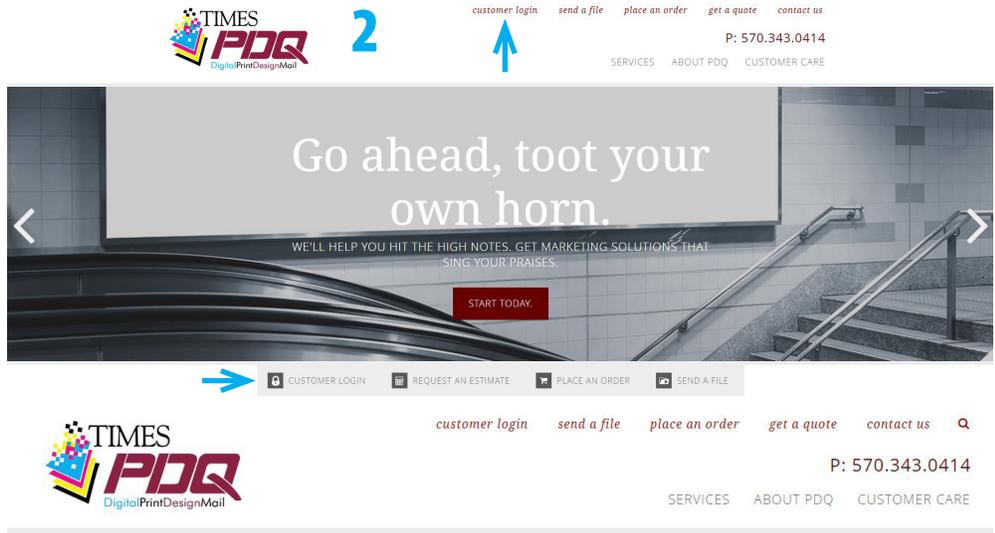


# Example of Marywood Portal Ordering

1. Go to [www.pdqprint.com](http://www.pdqprint.com)
2. Click on "customer login" at the top or below the scrolling image
3. At the login screen enter your user name and password. If you do not already have a user name and password, (*do NOT use Create an Account*) for correct billing purposes please contact [dedra@pdqprint.com](mailto:dedra@pdqprint.com) to have one setup. You will receive a user name and temporary password. The first time you login please click on user profile on the left side to change your password.



Thank you for using our Customer Portal system, Please enter your username and password into the form below to get to your Document Library and customer forms.

3

USERNAME (REQUIRED)

PASSWORD (REQUIRED)

Create an Account

ENTER YOUR SITE



- WELCOME MARYWOOD
- USER PROFILE ←
- VIEW A PROOF
- ORDERING HISTORY
- LOG OUT



The online portal is provided by Times PDQ for your ordering convenience.

570.800.5241



Select from the item menu below to place your order.

**Please note a 17-digit department budget number is required for ordering.** Multiple items using the same department budget number can be on the same order. Different department budget numbers must be ordered separately.

For questions about an order please email [amyw@timesprinting.net](mailto:amyw@timesprinting.net).

#### Marywood Catalog

search...

#### Marywood Catalog

<p><b>4</b></p> <p>BLACK AND WHITE COPIES</p>  <p>Copies on White or Colored paper</p>	<p>BOOKLETS OR PROGRAMS</p>  <p>Booklets</p>	<p>BUSINESS CARD - EXTRA LOCATION</p>  <p>1 sided, 1 color</p>	<p>BUSINESS CARD - STANDARD</p>  <p>1 sided 1 color</p>	<p>CARBONLESS FORMS</p>  <p>Carbonless NCR Forms</p>
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# Example of Marywood Portal Ordering continued

- Enter the job information in the fields. Fields that require information to place the order are marked with “\*required”. Fields are either manual entry, dropdown choices or radio options. For dropdown lists, what is seen in the dropdown window is the option being chosen. Radio options are left unchecked if not wanted or checked for the choice desired.
- Hard copy or file upload must be chosen. When supplying a hard copy, please print out this order form, attach to the hard copy and take the hard copy to the Printshop for pickup.
- Click ADD TO CART button to add the order to the cart. You will be able to review the order before final submission.

## 5

## Black and White Copies

Marywood Catalog



Black and white copies (text and images are black only) on standard weight white or colored paper (note colored paper is an additional charge). Standard copy jobs ordered by noon can be ready after noon the next business day, when requested.

To estimate price multiple the finished quantity by the number of original pages then multiple that total by the copy prices (see paper size).

Copy jobs requiring binding, drilling, large quantities (over 1000), or hand sorting/reducing will require additional time and may incur additional charges.

**N/A**  
0 Inventory

Quantity \* REQUIRED

Job Name \* REQUIRED

Number of Original Pages \* REQUIRED

Single or Double Sided \* REQUIRED  
 Single Sided  
 Double Sided

Paper Size \* REQUIRED  
 8.5X11, LETTER SIZE: \$0.04 PER C

Paper Weight \* REQUIRED  
 STANDARD WEIGHT

Paper Color \* REQUIRED  
 WHITE

Collate \* REQUIRED  
 COLLATE INTO SETS

Staple (additional cost) \* REQUIRED  
 NO STAPLING

Cutting: indicate final size; leave blank if no cutting is needed

Folding (additional cost) \* REQUIRED  
 NO FOLDING

Covers (additional cost)  
 Back Cover, Blank  
 Back Cover, Printed  
 Front Cover, Blank  
 Front Cover, Printed

Cover Stock: indicate type of stock for cover

Binding (additional cost & turnaround time)  
 Plastic Comb Binding  
 Wire Spiral Binding

Drilling (additional cost; may require additional turnaround time based on quantity)  
 3-Hole Drill, Left Side  
 3-Hole Drill, Top

Confidential - Test  
 Mark Confidential

Special Instruction: additional information needed for the job

Hard copy or file upload \* REQUIRED  
 FILE UPLOAD **6**

File upload  
 No file selected  
 Click or drag here to add a file

**ADD TO CART** **7**

8. The image to the left is what the order looks like in the cart. Please review the information to be sure it is correct. Click the MODIFY button if any changes are needed.
9. If there are additional orders for the same budget number, click the CONTINUE SHOPPING button to order additional items.
10. User's specific information will automatically appear in the boxes shown to the left.
11. Budget # will either autopopulate or need to be chosen from a dropdown list.
12. Due Date is required. Please allow a minimum of 1 day for copy jobs. Some items and choices may require additional time.
13. Order & Proof Approval: PLEASE review all order information and online proofs.
14. Click send to submit order.

Select from the item menu below to place your order.

**Please note a 17-digit department budget number is required for ordering.**

Multiple items using the same department budget number can be on the same order.

Different department budget numbers must be ordered separately.

For questions about an order please email amyw@timesprinting.net.



### Black and White Copies

50

Copies on White or Colored paper

Job Name	Single or Double Sided	Paper Weight	Collate	Folding (additional cost)
test	Double Sided	standard weight	Collate into sets	No Folding
Number of Original Pages	Paper Size	Paper Color	Staple (additional cost)	Hard copy or file upload
10	8.5x11, Letter Size: \$0.04 per copy per side	White	Upper Left Corner: 2 to 100 sets add \$5; 101+ sets add \$10 (limit 100 sheets per set)	hard copy to pickup at printshop

8

Modify Delete



UPDATE QUANTITIES

CONTINUE SHOPPING

← 9

To complete your order, please provide your information in the form below and click on the "Submit" button. A customer service representative will process your request and contact you with additional information.

**Name** \* REQUIRED  
NAME (REQUIRED)

**Company**  
COMPANY

**Department**  
DEPARTMENT

**City, State, Zip**  
CITY, STATE ZIP

**Phone Number**  
PHONE NUMBER

**Fax Number**

**E-mail Address** \* REQUIRED  
E-MAIL ADDRESS (REQUIRED)

**Budget #** \* REQUIRED  
BUDGET # (REQUIRED)

**Due Date** \* REQUIRED  
MONTH / DAY / YEAR

13

**Proof & Order Approval** \* REQUIRED

Please review all order information & ONLINE PROOFS

- Order information & online proofs have been review. Order is approved to print
- Order information verified and approved for printing. No online proofs for this order.

**Additional Details**

Please provide additional details about your job in the field below.

SEND

14

11

12