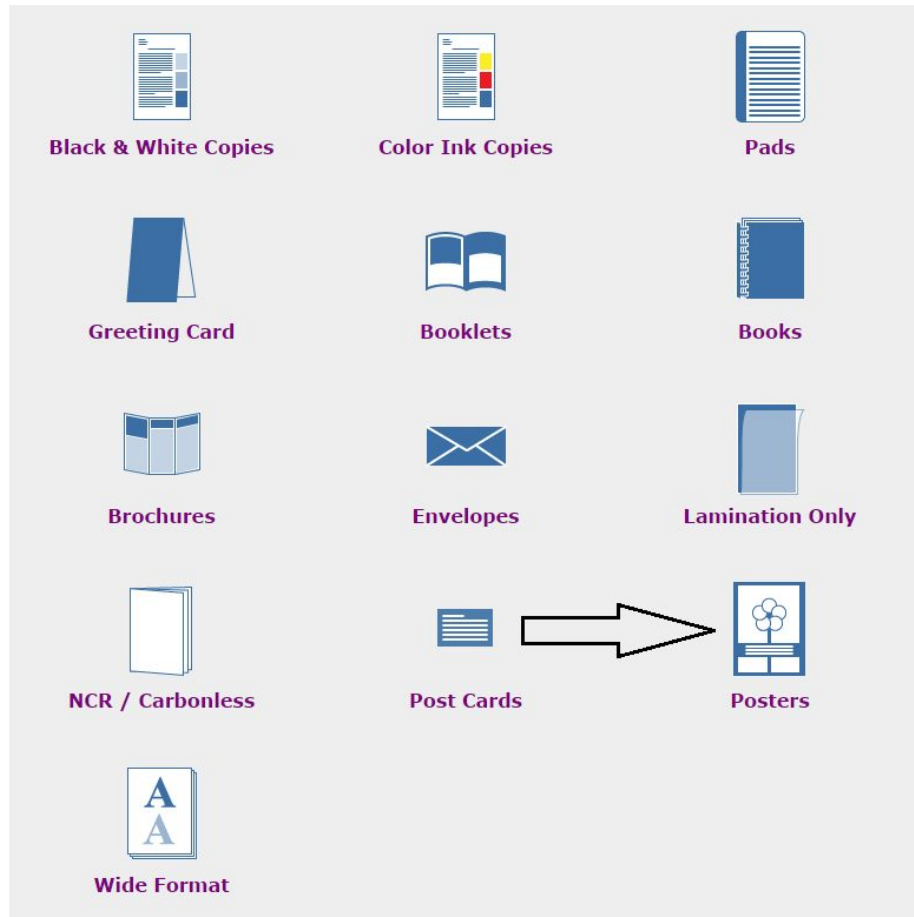


## Poster Printing

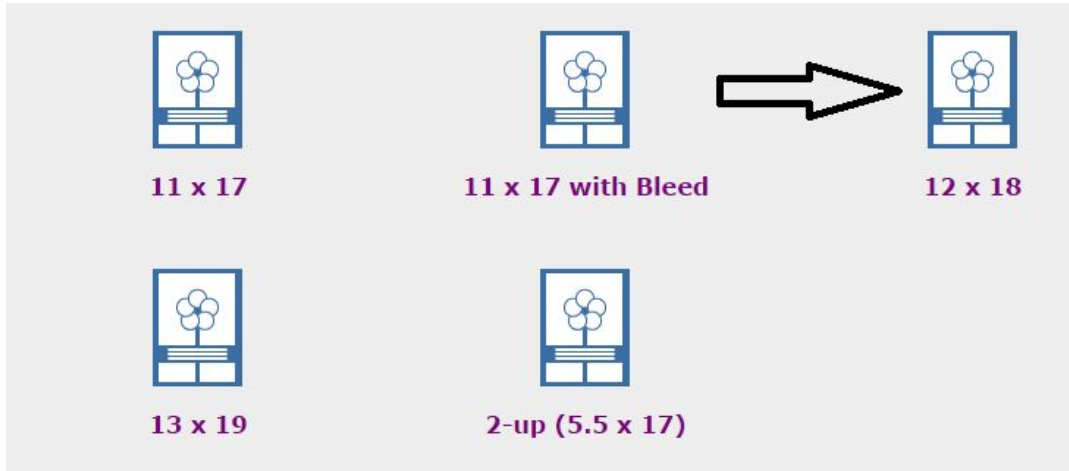
1. Log into [Webdesk](#) using your registered username and password.
2. Click Printing Order under the New Order drop down menu



3. Choose the category that best describes your job order





4. Once you select your category, you will have to choose the size of your order.




5. Next, you will be asked to provide some information regarding your order
  - a. Your contact information will autofill as indicated by the boxes below
  - b. You will have to edit all the other fields as indicated by arrows below

**Job Type** Posters - 12 x 18  
**Contact**   
**Phone**   
**Site**

**Job Name**    
**# of Posters**  

**Main Paper**

**Format**  1 Sided  
**Ink Color**  Black  Color  
**Stock Style** **Color Copy** [What is this?](#)  
**Stock Weight**   [What is this?](#)  
**Paper Color**   White

6. Once you're done editing all fields, hit Continue at the bottom of the page.
7. To finish your order, choose whether or not your order requires cutting of a white edge trim or not.
  - a. **Include any special instructions in the box indicated below.**
    - i. For example, if you will be bringing a file to the shop instead of uploading it, you should mention that here.

**Cutting** None

None   **White-Edge Trim**

**Special Instructions**

Enter any additional information relevant to your order, in this box. //

8. Once you're done, click Continue at the bottom of the page
9. Before submitting, you will be asked if you wish to attach a file or not.
  - a. Click the option relevant to you and you will be advanced to the final page of your order.

 **Attach a File?**

10. The final page of your order will ask you to confirm your site billing and account information.
11. BILLING
  - a. GC-Student +External customers
    - i. You will see the option, "Cash Only" in the account number drop down menu -select this.
      1. Club accounts and, regular external customers can mention their specific accounts in the "Additional Billing Information" box.
        - a. This account can be added to your list of account numbers for future purchases.
  - b. GC-Staff
    - i. Click the "Account Number" drop down menu and pick the appropriate account number
      1. If you don't see your account number, select any option and write the correct account information in the "Additional Billing Information" box.

## Step 6: Billing and Delivery

<b>Job Name</b>	Your job name will show up here
<b>Type</b>	Posters - 12 x 18
<b># of Posters</b>	1
<b>Total</b>	\$0.35

(\$0.35 Each)

This is your initial ESTIMATE. Price may vary.

### Billing

#### Account Number

Please Select

#### Additional Billing Instructions

12. Next, you will have to indicate your Shipping preferences.
  - a. Select your delivery method from the options highlighted by the arrow.
13. Once you've entered all your Billing and Shipping/Delivery information, you can hit Finish at the bottom of the page.
  - a. If you simply require a quote, you may click "Save as quote". This will save your order specifications, but will not submit the order.
  - b. To submit your order at a future date, you may access it under "My Orders" from the home page.
14. When you finish your order you will get a confirmation page in Webdesk as well as an email confirmation of your order.

## Order Process Complete

Your order has been submitted. Thank you!

**Thank you for your order. Please Click Print Ticket and send it to the Printshop with the necessary artwork.**

Order # **1442**

[View Order Summary](#)

[Print Job Ticket](#)

Job Name Your job name will show up here.

Current Status **Submitted**