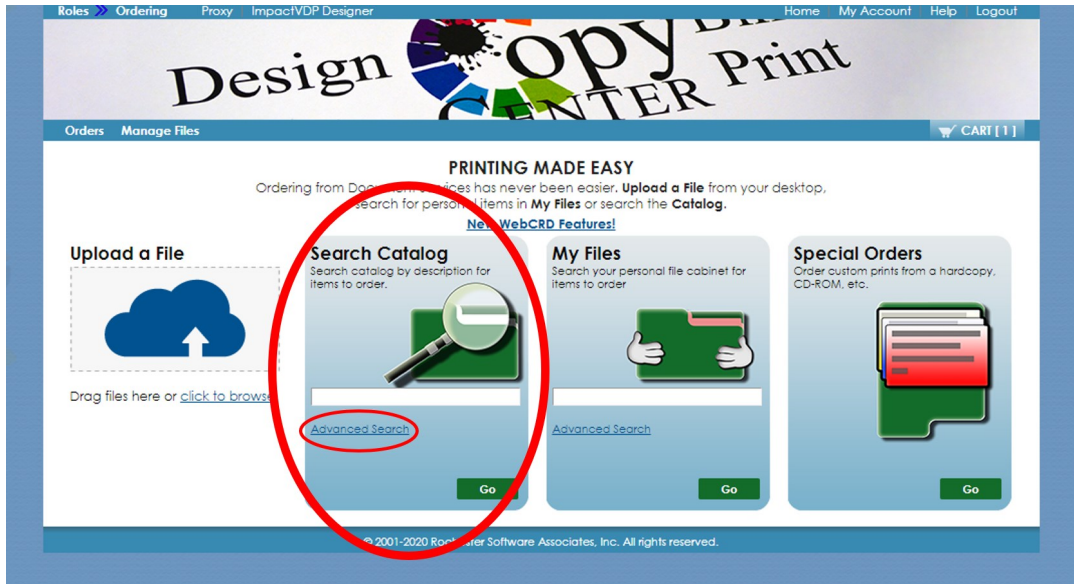


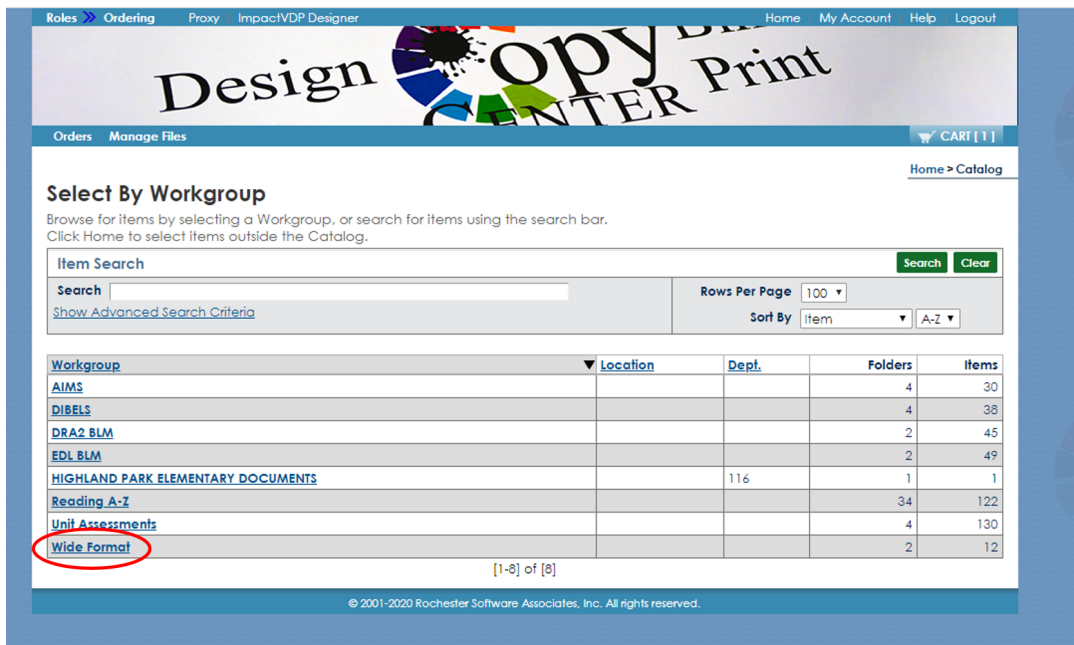
# HOW TO ORDER

Unlike typical copy orders, you will not upload anything when ordering large-format prints. You will still log into the Copy Center website. Please follow the directions below to successfully order large prints.

1. Once logged into the Copy Center order site, find search catalog and click on advanced search.

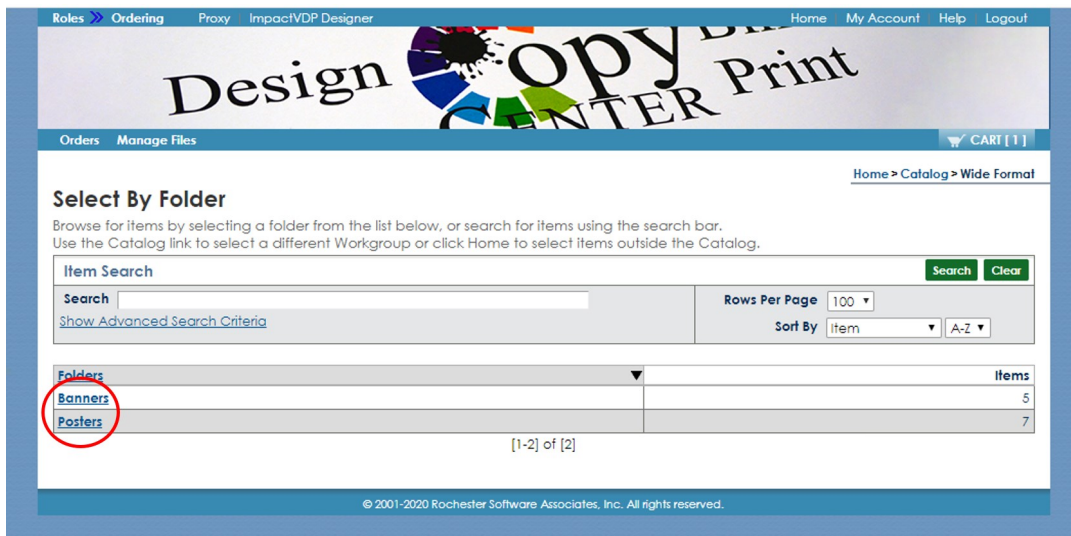


2. Click on wide format, under the workgroup column

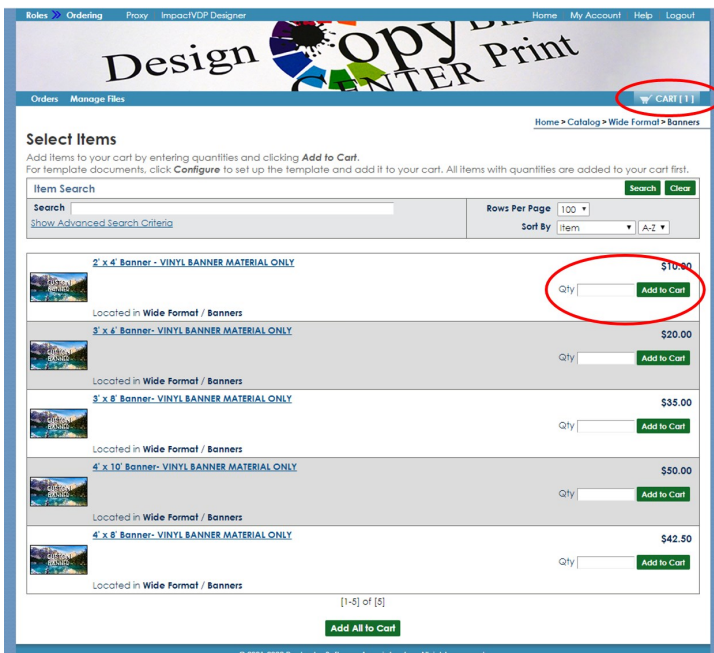


# HOW TO ORDER

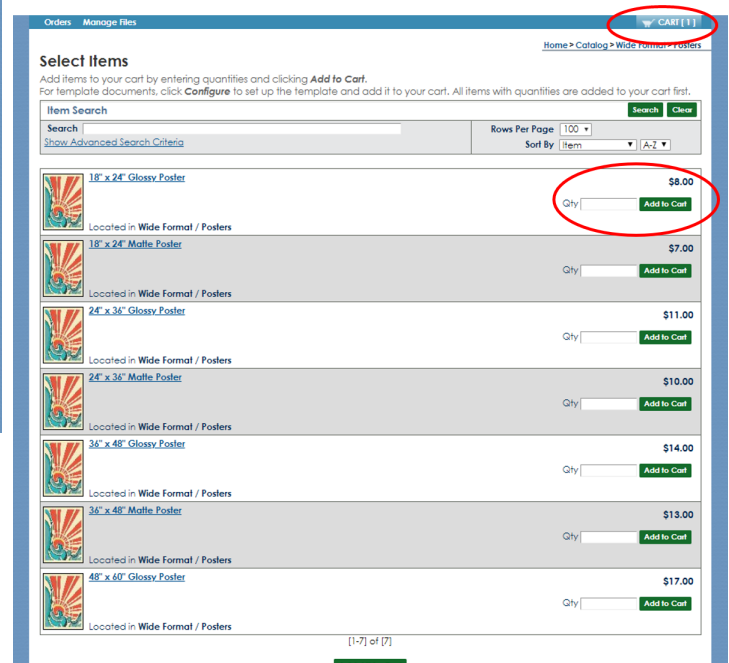
3. Choose banners or posters depending on your desired print request.



4. Displayed will be the standard sizes we offer and the paper types for each (banners only come printed on banner vinyl). Add the quantity you are requesting to the cart, then click on your cart at the top of the page.



← Banners



Posters →

# HOW TO ORDER

5. Provide an order name, then change the shipping date, and add any special instructions. To finish the order make sure to click Place Order at the bottom.

**Cart**  
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 602136

Order name: dfs Order Estimate: \$8.00

**Item 1** Continue Shopping

18" x 24" Glossy Poster Unit Price: \$8.00  
Quantity: 1

[Enter special instructions for this item.](#)

**Shipping Information** Add Address

I would like my order shipped by: **Thursday, May 28, 2020** Note: Only dates when the print center is open may be selected.

Lauren Tarbet  
ADMINISTRATIVE  
900  
Texas  
United States  
Lauren.Tarbet@pfisd.net

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Friday, May 29, 2020

Ordered Items	Quantity
1 18" x 24" Glossy Poster	1

[Enter shipping instructions for this recipient](#)

**Billing Information**

Lauren Tarbet  
ADMINISTRATIVE  
900  
Texas  
United States  
Lauren.Tarbet@pfisd.net

Order Estimate: \$8.00  
Click the price to view the cost details

Select Billing Codes for Payment

District Account Code: No Valid Account Codes 0 %

*If the account code is not found in the dropdown box above, please enter it below. For 19-20 School Year use XXX.XX,6399.XX.XXX.0.XX.XXX FORMAT ONLY*

District Account Code: 0 %  
Example: 199,11,6399,00,XXX,0,99,100

OUT of District Cash/Check: 0 %  
Specify Cash or Check and taxable or non-taxable

Total Split Percentage: 0%

**Add Split** Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)

**Start a New Cart** **Continue Shopping** **Place Order**

**Note:** All wide-format orders will automatically go to approval at your campus.

**Note:** The shipping method will automatically be HOLD FOR PICKUP

**Note:** The order will be ready 2 weeks minimum from the date we receive the file. This means the date you put on the shipping may not always be met.

After you have submitted the order you will need to provide the Copy Center with your artwork. Please refer to "Designing for Large Format" before sending your final artwork. All artwork must be in PDF format. The email address is [copycenterdesigns@pfisd.net](mailto:copycenterdesigns@pfisd.net)

If you are unable to design your own artwork, we do offer design services for your convenience. Please email [copycenterdesigns@pfisd.net](mailto:copycenterdesigns@pfisd.net) with any designing questions or inquiries. Our designer can assist you with your needs.