

Print Order Instructions

1. Download either print form to your desktop.

The **GRCC PSEprint Form** is for Quick-Copy print jobs

The **GRCC Print Order Form** is for Larger, print production jobs

2. Immediately upon opening either form, fill out the top section of the form as follows and do a 'SAVE-AS' saving it as '**My QC Print Template**' for the PSEprint order form and as '**My Print Order Template**' for the Print Order Form. You now have a partially filled in form that you can reuse with each print order you require.

Template information:

- Fill in your **Quick copy code** for the PSEprint Form or your **Customer #** for the Print Order Form

- Fill in your Department Name

- Fill in your Customer Name

3. For Each New Print Order:

- Open your saved '**My Print ...**' order form template.

- Fill in your print order information.

!!! NEXT STEP VERY IMPORTANT !!!

- Do a **SAVE-AS** and give this order a unique order name (you must do this so you do not override your template form)

4. Send your form to Printing Services:

- Use groupwise and send your completed Printing form to: grccEprint@grcc.edu

- Use groupwise and send your completed PSEprint order form to: psEprint@grcc.edu

- Put '**Print Request**' in the Subject Line

- Attach the form** and the **file to be printed** to your email and send

NOTE On the Quick Copy form you will notice that while you are filling out the left side, the right side automatically populates with the same information. This is normal and is for our internal process.

Each order requires a form

Printing Services Customer Service staff monitors the shared folder and will process orders according to instructions on the form. You will receive an acknowledgment when your order is received.

If there are any questions or problems with an order, Printing Services staff will contact the customer prior to production.

If you have questions or need assistance, please give us a call, 616-234-3960.