The Graphics Center Online Ordering Guide: Pads and Carbonless (NCR) Forms

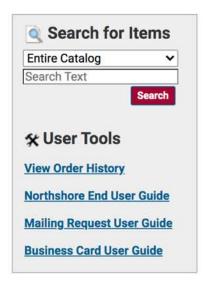
If you need additional assistance or have unanswered questions, please reach out to us at gcenter@nsd.org or (425) 408-7830

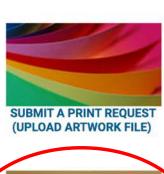


Strengthening Our Community Through Excellence in Education

Orders Manage Files APPROVALS [2]

Welcome to the Graphics Center Online Ordering System

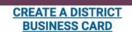






START A BULK MAIL REQUEST







Log-in at graphics.nsd.org and go to the

Ordering Home Page

Degin your order.
Have your artwork file ready to upload. If you need help setting up artwork, please email gcenter@nsd.org.

If you would like to order a pad with 2-sided pages, or need a special order NCR paper, please email gcenter@nsd.org.





CART[1]

The professionals at the Graphics Center are ready to assist you!

For general questions: gcenter@nsd.org or call (425) 408-7830

For graphic design: Cindy Tidball ctidball@nsd.org

For mailing assistance: Monica Josephson mjosephson@nsd.org



Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions

Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for

Make a paper choice after item is added to cart by selecting Preview/Change Print Options

Located in NCR - Pads / Carbonless (NCR) Forms and Pads

Home Catalog NCR - Pads Carbonless (NCR) Forms and Pads Select Items Add items to your cart by entering quantities and clicking Add to Cart. For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first. Search Clear Search 8.5x11 Carbonless (NCR) 4-part (White/Yellow/Pink/Gold) Show Advanced Search Criteria Pricing is for a full-page form. If your item has multiple up on a page, please indicate that in special instructions. 8.5x11 Carbonless (NCR) 2-pa Pricing is for a full-page To special order specific NCR colors, please email gcenter@nsd.org for a specific request and get a quote. To special order specific Located in NCR - Pads / Carbonless (NCR) Forms and Pads Located in NCR - Pads / Carbon 8.5x11 Carbonless (NCR) 3-pa Pricing is for a full-page 8.5x14 Carbonless (NCR) 3-part (White/Yellow/Pink) To special order specific Pricing is for a full-page form. If your item has multiple up on a page, please indicate that in special instructions. Located in NCR - Pads / Carbon To special order specific NCR colors, please email gcenter@nsd.org for a specific request and get a quote. 8.5x11 Carbonless (NCR) 4-pa Pricing is for a full-page Located in NCR - Pads / Carbonless (NCR) Forms and Pads To special order specific Located in NCR - Pads / Carbon Pads (100 sheets) - Landscape Artwork 8.5x14 Carbonless (NCR) 3-par Pricing is for a full-page Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions. To special order specific Located in NCR - Pads / Carbon Make a paper choice after item is added to cart by selecting Preview/Change Print Options. Pads (100 sheets) - Landscape Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for Pricing assumes 4 pads assistance. Make a paper choice after Located in NCR - Pads / Carbonless (NCR) Forms and Pads Only single page files wil Pads (100 sheets) - Portrait Artwork Located in NCR - Pads / Carbo Pads (100 sheets) - Portrait Art Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions. Pricing assumes 4 pads ; Make a paper choice after item is added to cart by selecting Preview/Change Print Options. Only single page files wi assistance. Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for Located in NCR - Pads / Carbo assistance. Pads (150 sheets) - Landsca Pricing assumes 4 pads Located in NCR - Pads / Carbonless (NCR) Forms and Pads Only single page files will process correctly. For files with multiple pages, please email file to goenter@nsd.org for assistance. Located in NCR - Pads / Carbonless (NCR) Forms and Pads

Carbonless (NCR) and Pad Main Page

Carefully look over the options, and select the one that works with your artwork. Click the "Configure" button next to that option to continue.

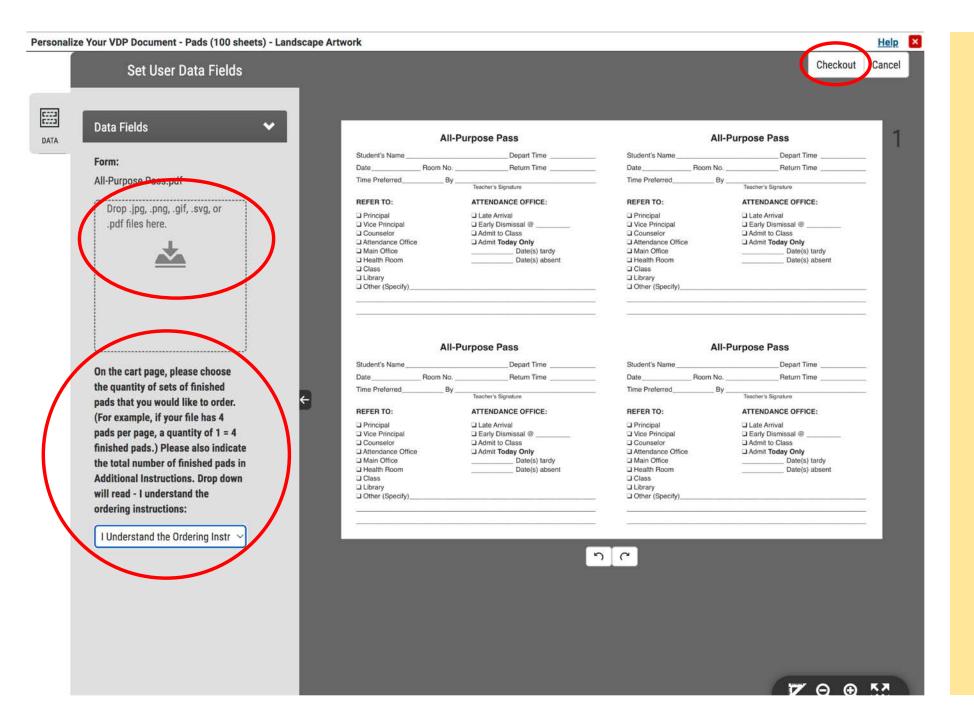
Configure

Configure

Configure

Configure

If you do not see what you are looking for, please contact the Graphics Center at gcenter@nsd.org.

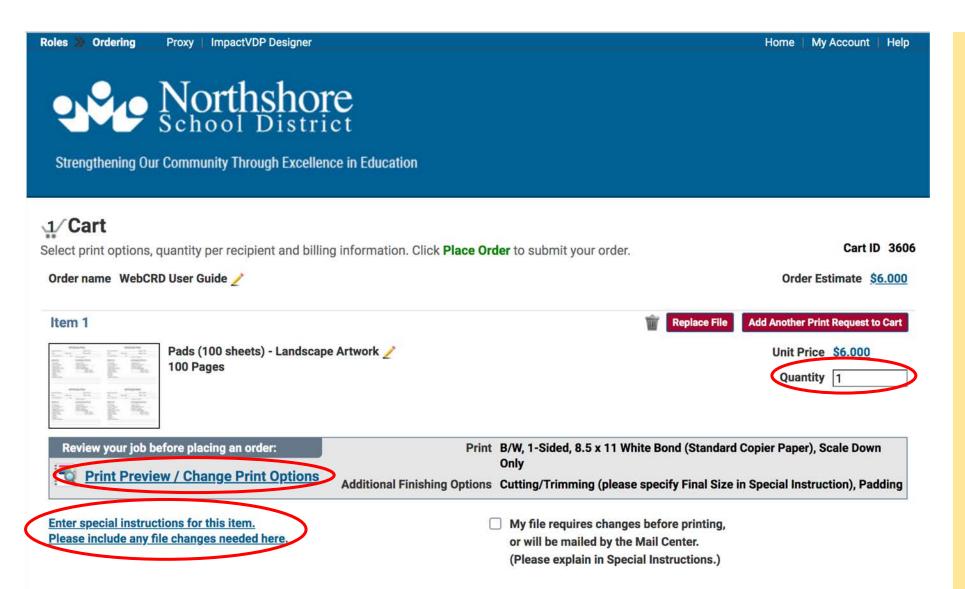


Carbonless (NCR) and Pad Configure Page

Drag and drop your artwork over the upload icon. A
preview of your form or pad
will appear in the window.

Carefully read the ordering instruction, then indicate that you understand by selecting from the drop down menu.

To continue, select **Checkout.**



Cart Page

Enter your quantity.

Please remember the ordering instruction: order the quantity of sets of finished pads that you would like to order. (For example, if your file has 4 pads per page, a quantity of 1 = 4 finished pads.)

Select your print options under Print Preview/Change Print Options.

The cut and pad settings are already chosen for you. Click here to select your paper option (default is white bond).

Special Instructions:

Please indicate the number of finished pads you would like to receive. Include any other instructions for your job here.

Scroll down to select shipping options and place your order!

Thank you!

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