



Australian
National
University

University Printing Services

Online Ordering Printed Products

Recommended browsers



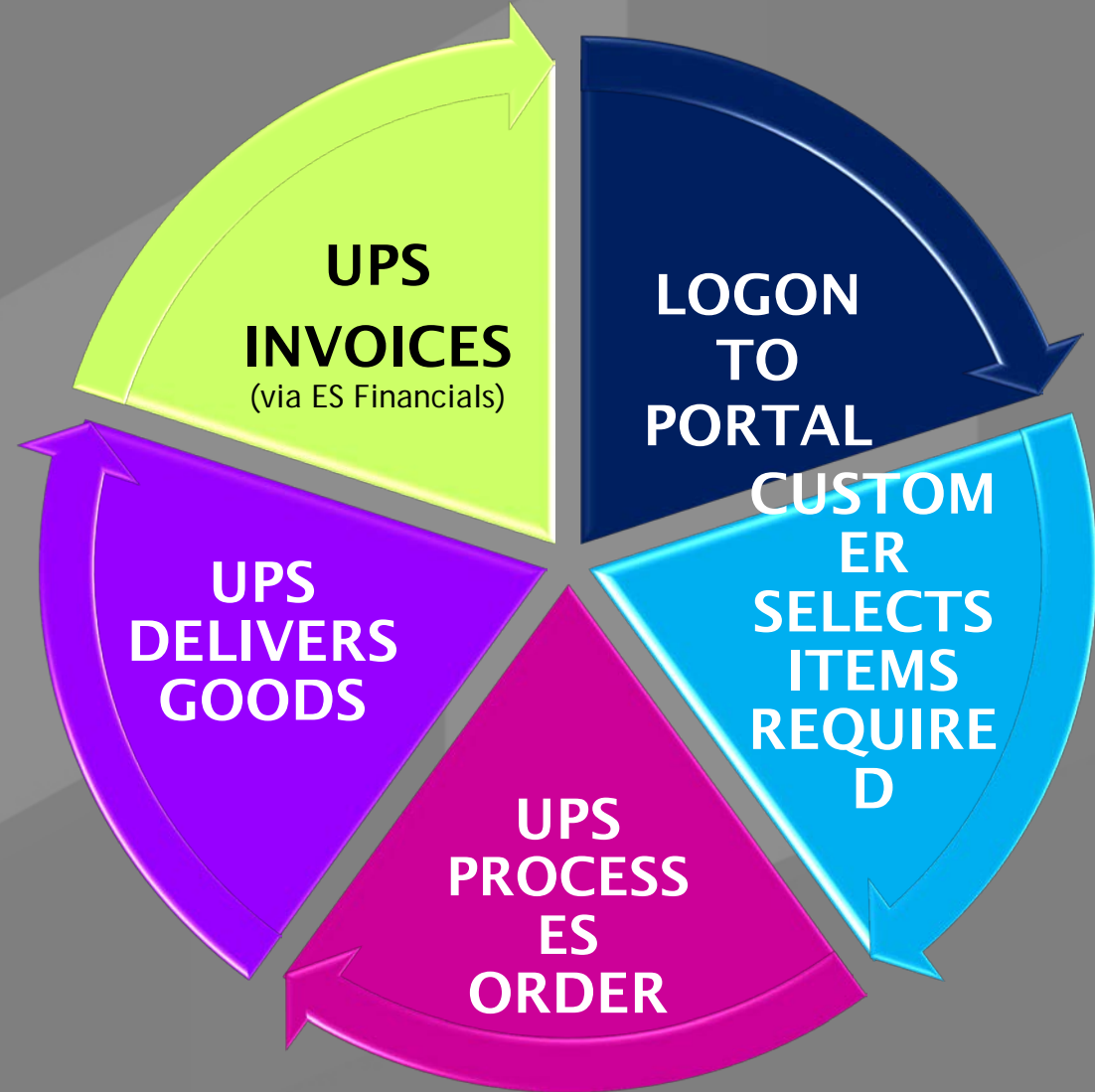
*Not suitable for Firefox

Copy the following link & save to your favorites

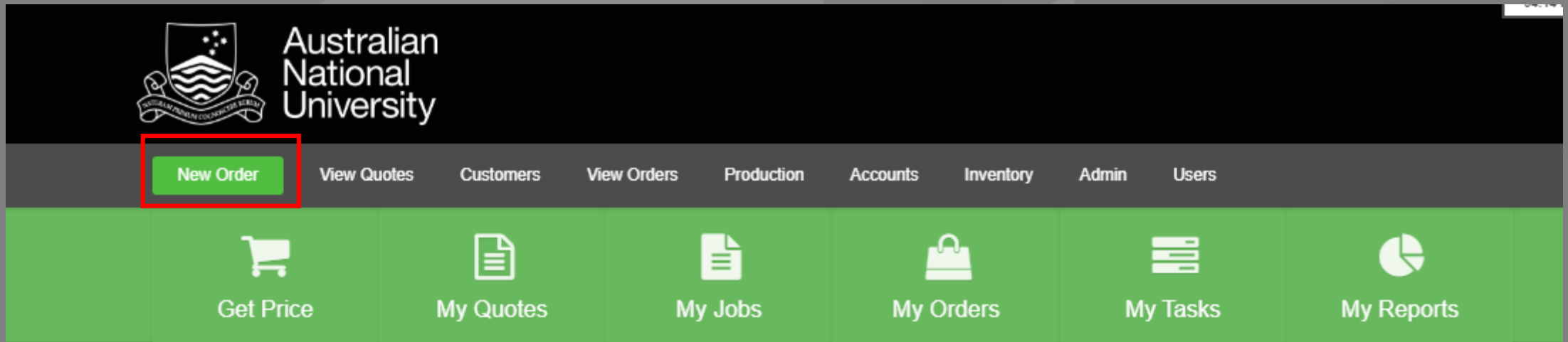
<https://anu.printiq.com/login.aspx>

**Secure site: Ensure full link is used https://*

Workflow



Step 1 Start Order



Please note: Artwork will be required to be added once the order has been confirmed

Step 2

Select product type

The screenshot displays the Australian National University website interface for creating a new quote. The header includes the university logo and navigation links: New Order, View Quotes, Customers, View Orders, Production, Accounts, Inventory, Admin, and Users. The user is logged in as 'Les'. The main content area shows a 'NEW QUOTE' banner with 'SITE: College of Science' and 'CUSTOMER: RSB - Research Scho...'. A progress bar indicates three steps: 1. Select Product (active), 2. Reseller Options, and 3. Checkout. A shopping cart icon shows 0 items.

On the left, a list of product categories is shown with expandable options:


- Business Cards (1)
- Books (4)
- Certificates (1)
- Flyers (4)
- Folded Brochures (3)
- Name Tags and Table Cards (3)
- Postcards and Bookmarks (3)
- Posters (4)
- Stationery (2)
- Signage (4)
- Thesis (4)

The main product selection area displays eight product types, each with a thumbnail and a count:


- Business Cards (1)
- Books (4)** (highlighted with a red box)
- Certificates (1)
- Flyers (4)
- Folded Brochures (3)
- Name Tags and Table Cards (3)
- Postcards and Bookmarks (3)
- Posters (4)

Step 3


Click on product style required

NEW QUOTE SITE: College of Science CUSTOMER: RSB - Research Scho... 


1 Select Product **2** Reseller Options **3** Checkout

 **Books**


Business Cards (1)	+
Books (4)	+
Certificates (1)	+
Flyers (4)	+
Folded Brochures (3)	+
Name Tags and Table Cards (3)	
Postcards and Bookmarks (3)	+




Book - Saddle Stitch Plus Cover





Book - Saddle Stitch Self Cover



Book - PUR/Perfect Bound



Book - Comb Bound

Step 4

Select required variables from drop down lists for

- Size
- Page number
- Colour process – Text
- Colour process – Cover
- Proof requirements

Please note: Options will vary depending on product being ordered

Click – **Get Price**

**GST exclusive when ANU charge code is used*

**Freight cost added upon checkout if option chosen*

The screenshot shows a web interface for creating a new quote. At the top, there is a blue header with 'NEW QUOTE' and two white boxes containing 'SITE ANU Printing Servic...' and 'CUSTOMER TstCus - Test Customer'. Below this is a section titled 'Select Product' with a breadcrumb trail: Home > Books > Book - Saddle Stitch Plus Cover. A table of options is displayed, with a red box highlighting the 'SIZE' dropdown menu which is currently set to 'A4 (210x297)'. Other dropdowns for 'PAGE NUMBER', 'COLOUR PROCESS - TEXT', 'COLOUR PROCESS', and 'PROOFING' are also visible, each set to 'Select ...'. At the bottom left, a green button with a shopping cart icon and the text 'Get Price' is highlighted with a red box.

Variable	Selected Value
SIZE	A4 (210x297)
PAGE NUMBER	Select ...
COLOUR PROCESS - TEXT	Select ...
COLOUR PROCESS	Select ...
PROOFING	Select ...

Step 4.1

Enter Product Title

for example 2020 Student Study Guide

Select required quantity from drop down lists or use + button to quote on multiple quantities

Click – Get Price

Under quote reference – enter your valid ANU charge code with no spaces or full stops.

Example: R24103 or T2410301

Enter required date if the products are required under 5 working days.


Note: a UPS staff member will be in contact if there are any issues with the deadline.

Select Product

Home > Books > Book - Saddle Stitch Plus Cover

SIZE	A4 (210x297)	▼	✕
PAGE NUMBER	8	▼	✕
COLOUR PROCESS - TEXT	Black two sides	▼	✕
COLOUR PROCESS	CMYK two sides	▼	✕
PROOFING	PDF Proof	▼	✕

Product



Cover
Stock: 250GSM Satin
Printed: CMYK Double Sided
Pages: 2 pages
Score/Crease
Proof: PDF Proof
Binding: SADDLE STITCH Plus COVER

Required Date

Quantity & Price Excl GST & Freight

x 200	▼	1 Kind	▼	+
\$416.00				
Dispatch pending... *				

Quote References [General](#)





CHARGE CODE

Step 5 Delivery details

- If more than one quantity was quoted select the required quantity at the top of the order details
- Select delivery address from the drop down or enter your delivery address by clicking on the **+ sign**. **Select deliver type**
 - Select the contact from the drop down or enter the new contact by clicking on the **+ sign** to add the details

ORDER DETAILS




Q30236




	Book - Saddle Stitch Plus Cover	<input type="radio"/> x 50 \$141.00	<input type="radio"/> x 150 \$324.00	<input checked="" type="radio"/> x 200 \$416.00
Finished Size: A4 (210x297) Text Stock: 148GSM Satin Printed: Black Double Sided Pages: 8 pages Cover Stock: 250GSM Satin Printed: CMYK Double Sided Pages: 2 pages Score/Crease Proof: PDF Proof Binding: SADDLE STITCH Plus COVER		 Expected Date ...	 Dispatch	 13.62kg Les Stevenson Australian National University - University Printing Services 53 Garran Road ACTON Australian Capital Territory Australia 2601

References (1)



Freight

Single Multiple None

Authority to Leave Other

 Delivered by Us (\$15.00) 

DELIVERY INSTRUCTIONS

Delivery notes...

Step 6 Invoice Details

Enter the charge code in the **Charge code/PO Number** section, **download or print quote** if required – If quote approval is required press “Accept later” to save quote
Click **Complete Order** if you are ready to proceed.

Summary for Q30241

PROMO CODE:

CUSTOMER TstCus - Test Customer	CONTACT Les Stevenson	QUOTE PDF Quote 	1 Item Selected	
ACCOUNT MANAGER Les Stevenson	PAYMENT TERMS On Account		Overhead	\$102.00
NOTES <input type="text"/>	VALID UNTIL 08/12/20		Sub Total	\$102.00
CHARGE CODE / PO NUMBER t24103	QUOTE STATUS Accepted		Freight	\$0.00
			GST	\$0.00
			\$102.00	

Notes (0) History Quote Files (0)

[Accept Later](#) In accepting this quote, I am approving the job to be printed and have read and accept the [terms and conditions](#) of sale. [Complete Order](#)

Step 7.1 Attach Artwork

Attach by clicking **Print Ready PDF** and **Upload**, add any **Supporting Documents** or data files for personalised products(name tags, table cards, multiple certificates, mailing etc) as required. Or click confirm to proceed

Click **Confirm**

SUBMIT ARTWORK - J30107

It's artwork time! For each item below simply browse for your artwork file and upload. Each item in your job is listed separately, so its artwork made easy!

Thesis - case bound - black and colour

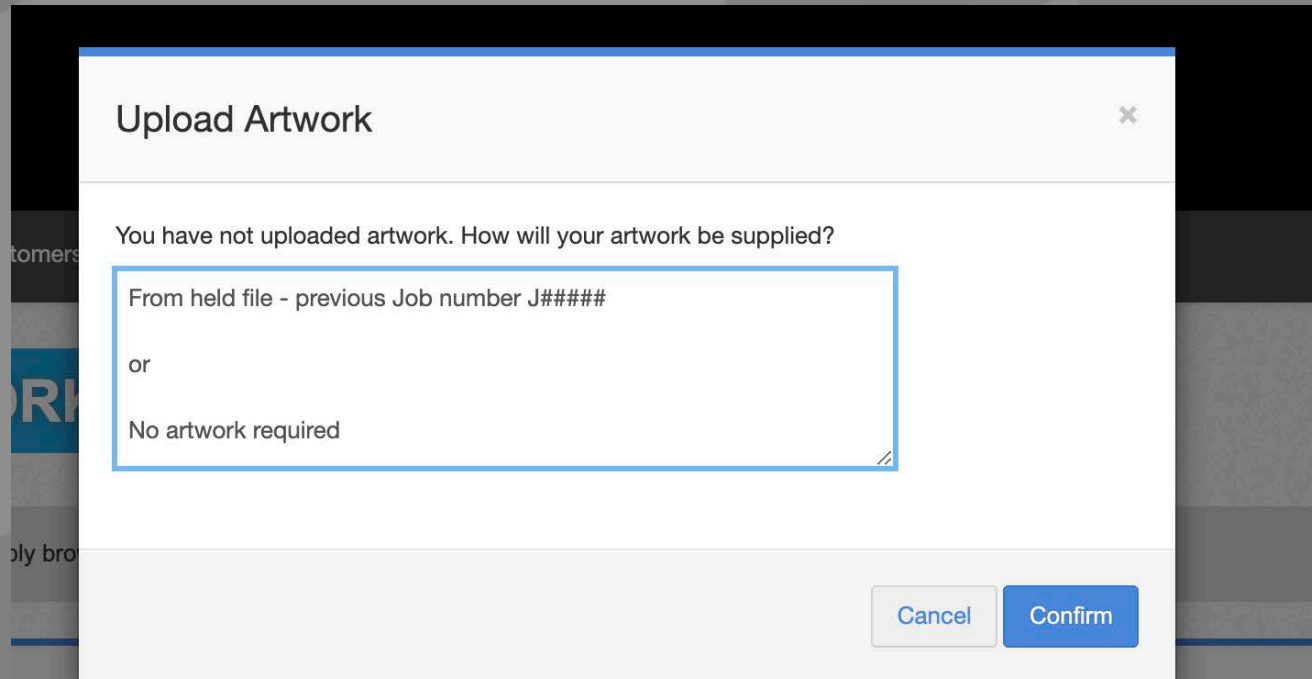
Job Title	Thesis - case bound - black and colour
Job No	J30107
Description	Finished Size: A4 (210x297) Text Stock: 80GSM Bond Printed: Black Double Sided Pages: 176 pages Insert Stock: 80GSM Bond Printed: CMYK Double Sided Pages: 50 pages Binding: Case Binding - Gold foil to spine only Lead time is 7 working days from receipt of order and artwork.
Quantity	4
Size	A4
Price	\$492.32
Quote No	Q30149

Print Ready PDF **Supporting Document**

Step 7.2: Attach Artwork

If your Artwork is a reprint from a previous order or held file, please comment with previous order number if possible or state no artwork required

Click **Confirm**



Upload Artwork ✕

You have not uploaded artwork. How will your artwork be supplied?

From held file - previous Job number J#####

or

No artwork required

Cancel Confirm



Your order has been placed and you will receive a confirmation email

ORDERS SITE: ANU Printing Servic... CUSTOMER

Your job J30108 has been updated

VIEW Last 50 Jobs ACCOUNT MANAGER Show All ORDERS FOR FACTORY No Find Order

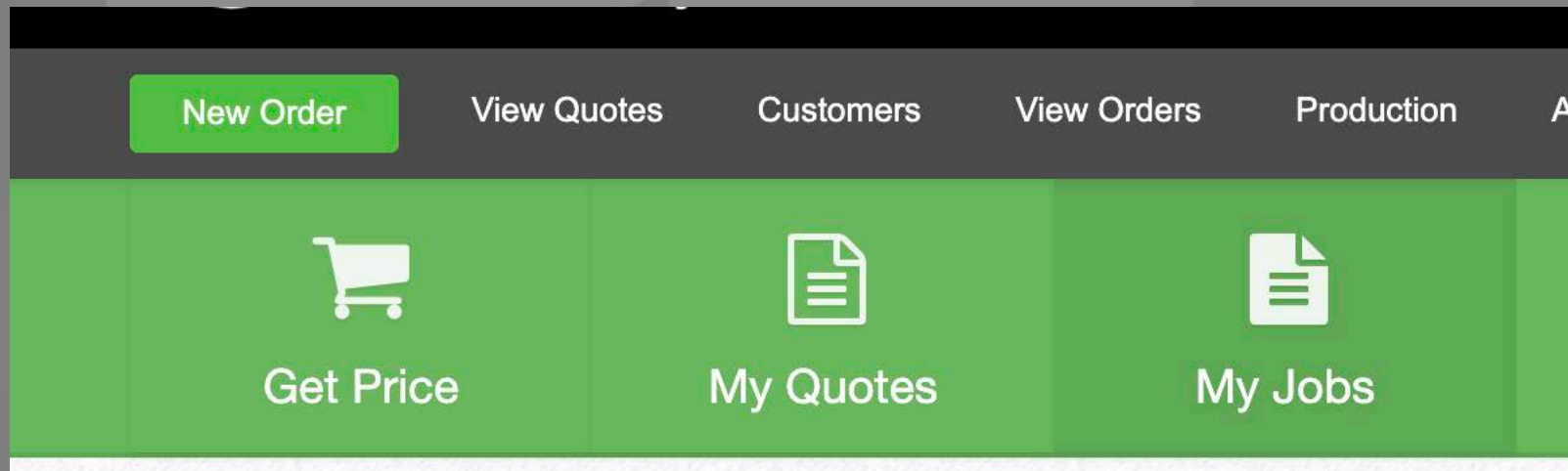
Q30241 Total: \$102.00 Accepted: 07/09/20

 X 250	J30108 DL Flyers Finished Size: 210x99 Single-Section Stock: 250GSM Satin Printed: CMYK Double Sided Pages: 2 pages More Details	CAMPAIGNS None INVOICED No DELIVERY TRACKING Available after dispatch	CUSTOMER Test Customer REFERENCE t24103 DUE DATE 14/09/20	CONTACT Les Stevenson EMAIL les.stevenson@anu.edu.au PHONE 0457 843 055	 Australian National University - University Printing Services, 53 Garran Road, ACTON, Australian Capital Territory, 2601, Australia
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View Previous quotes and orders

Click **My Quotes** to view previous quotes, the same quote can be used again if the specifications are the same or copied to a new quote as required.

Click **My orders** to view previous orders or to check the status of your order.



Contact University Printing Services

T: 02 6125 2514

E: printing@anu.edu.au

Reception | Customer Support

T: 02 6125 2514

E: printing@anu.edu.au

Production | Production Room

T: 02 6125 2515

Les Stevenson | University Printing Services Manager

T: 02 6125 2107 or 0457 843 055

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