

Welcome to Print and Mail Services Online

A user name and password is required to access this service!

Please contact Jason Tucker, Supervisor, Digital Services at jjtucker@mun.ca or 864-8261 for any setup or support inquiries regarding this system.

Login to your Account



User Name:

Password:

Login

[Forgot Your User Name or Password?](#)




This is the initial login page. If you don't have a username and password, please contact us to get one set up. If you do have a username and password but don't remember what they are, click the "Forgot Your User Name or Password?" link and you can have that information emailed to you.

Choose a Template

 Your Templates are displayed below. Double-click to open folders, select a Template and then click on either the **Add To Cart** or **Add to Cart and Checkout** button in order to continue. Use the **Search** option to find specific Templates or groups of Templates.

My Templates Shared Templates

 Search [Advanced search](#)



-  MUN Cross-Posting Business Card
-  MUN Standard #10 Envelope
-  MUN Standard Business Card
-  MUN Standard Business Card with Discipline
-  MUN Standard Letterhead



MUN Cross-Posting Business Card

This business card is to be used when an individual holds two positions in the University and would otherwise require separate business cards.

Subject: Business cards

Template #:228

Modified:10/3/2014 10:06:44 AM

Job Properties:

Type:Duplex Business Card - Two Spot Colours

Colour:Four Spot Colours

Sides:Duplex

Number of Pages:2

Page Size Options:3.5 x 2

Paper:Xerox Digital Color Elite Silk 110lb Cover

Trimming:Duplo Cutter

List Management Tables: Credentials

Continue

This is the template selection screen. There are two sections: "My Templates" contains department-specific templates, usually a pre-made letterhead or envelope, along with any completed templates that you may have saved. "Shared Templates" contains generic business card, letterhead and envelope templates that require you to enter the data that will appear on the item.

MUN Standard Business Card1317

Variable Information Preview

Default

Page: 1



* Name:

Jason Tucker


NOTE ON CREDENTIALS:

Please consult the drop-down list for proper credential formatting, but what appears in the text box is what appears on the card. Rule of thumb: If it ends in a capital letter don't use

* Credentials:

B.Comm.

BBA

* Position/Title: 

e.g. JOHN SMITH

POSITION/TITLE

* Faculty Name, Department Name:

Print and Mail Services

NOTE ON BUILDING/ROOM:

Building Name and Room Number must be formatted as shown, with the Building Name and Room Number separated by a single space. No need to type "Room" or similar.

* Building Name and Room Number:

Ingstad Building PS1005

Memorial University of Newfoundland (Optional):

Memorial University of Newfoundland

City:

St. John's

Province:

NI

e.g. JOHN SMITH

Jason Tucker BBA
POSITION/TITLE

Print and Mail Services
Ingstad Building PS1005

Memorial University of Newfoundland
St. John's, NL Canada A1C 5S7
Tel: 709 864 8261 Fax: 709 864 3718
jjtucker@mun.ca www.mun.ca/printandmail

Cancel

Continue

Here, a business card template has been selected. The data for the card is entered on the left. Fields that are mandatory or must be changed from the defaults are marked with a red asterisk. The warning symbol next to the "Position/Title" field means it must be changed before you can continue to the next step. The live preview on the right indicates with an arrow the field you're currently editing and updates as data is entered.

MUN Standard Business Card1317

Variable Information

Preview

Default

Page: 1



NOTE ON NUMBERS 2 & 4:

If Telephone Number 2 is used and 1 is not, or if Number 4 is used and 3 is not, the lines will overlap!

Telephone Number 2 Caption:

Fax:

Telephone Number 2 (Only if Number 1 is used):

709 864 3718

Telephone Number 3 Caption:

Res:

Telephone Number 3:

Telephone Number 4 Caption:

Toll free:

Telephone Number 4 (Only if Number 3 is used):

Email Address:

jjtucker@mun.ca

NOTE ON URLS:

URLs must start with www.mun.ca and be either the main University URL or a departmental URL. Personal page URLs are not permitted.

URL:

www.mun.ca/printandmail

* Mandatory Fields

Jason Tucker BBA
SUPERVISOR, DIGITAL SERVICES

Print and Mail Services
Ingstad Building PS1005

Memorial University of Newfoundland
St. John's, NL, Canada, A1C 5S7
Tel: 709 864 8261 Fax: 709 864 3718
jjtucker@mun.ca · www.mun.ca/printandmail

Cancel

Continue

Any non-mandatory fields that are unnecessary should be cleared. This will remove them from the card. For telephone numbers, clearing a number removes its caption from the card. The captions are only samples and can be changed if needed. *Please pay attention to the instructions on telephone numbers to avoid overlapping lines.*

MUN Standard Business Card1317

Variable Information

Preview

Page: 1



Jason Tucker BBA
SUPERVISOR, DIGITAL SERVICES

Print and Mail Services
Ingstad Building PS1005

Memorial University of Newfoundland
St. John's, NL Canada A1C 5S7
Tel: 709 864 8261 Fax: 709 864 3718
jttucker@mun.ca www.mun.ca/printandmail

I have reviewed the Proof and accept it

Cancel

Back

Add to Cart

Add to Cart & Order

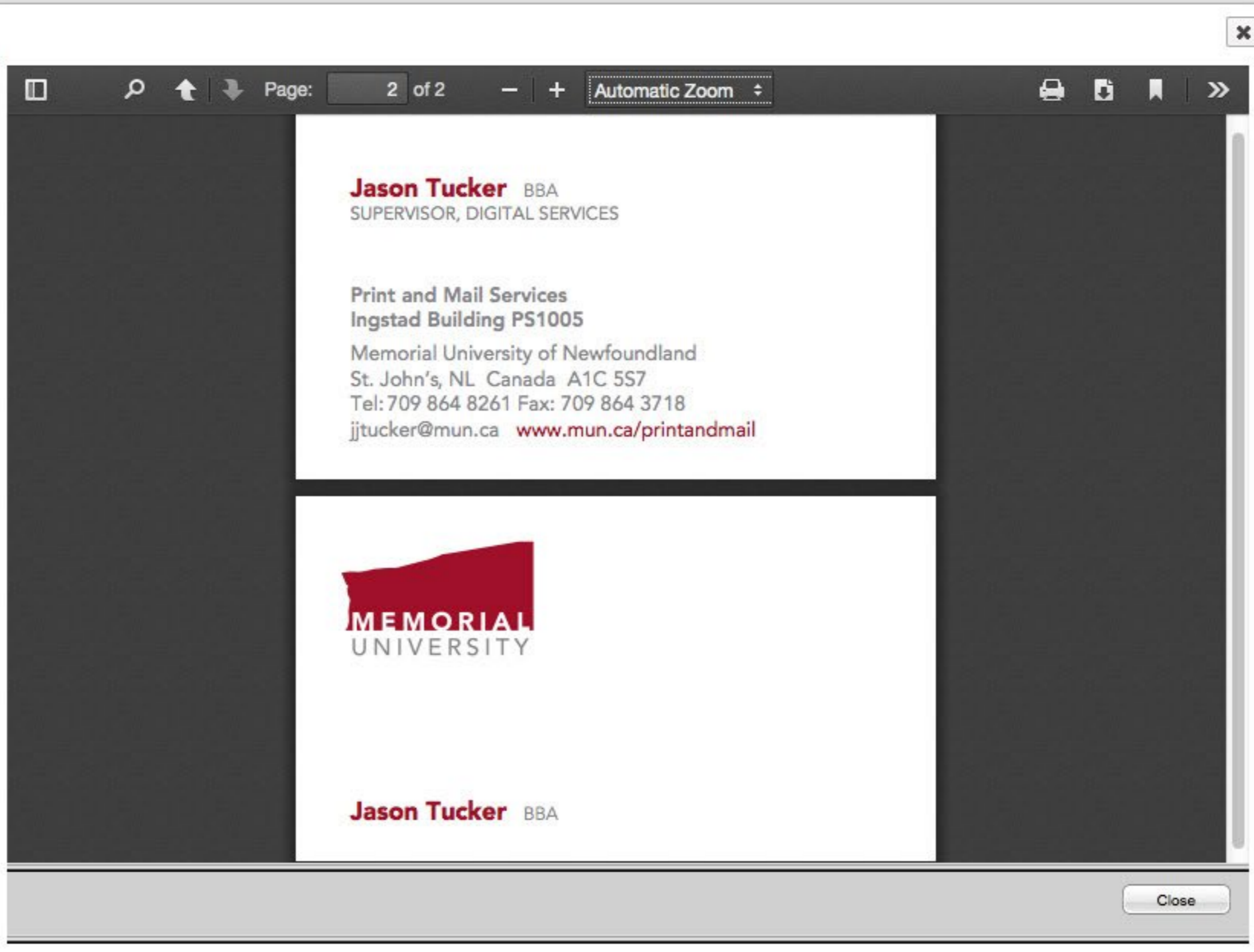
Once you've entered all the data, the next step is to review the on-screen proof. **This is the only proof that is provided and is exactly what we send to the printer so it's critical that everything looks correct here.** For a closer look, you can click on the PDF Preview button (the second-last button above the preview, between the magnifying glass and the refresh button).

MUN Standard Business Card1317

Variable Information

Preview

Page: 1



I have reviewed the Proof and accept it

Cancel

Back

Add to Cart

Add to Cart & Order

Here's the PDF preview screen. **This PDF is exactly what we send to the printer, so if it looks wrong on the screen, it's going to look wrong when it comes out of the printer!** To proceed, you must check the box in the lower left that acknowledges that you've reviewed the proof. You can then click Add to Cart to add this item to your Shopping Cart and proceed to the Checkout later, or you can click Add to Cart & Order and proceed directly to the Checkout.


Shopping Cart

Click on **Get Quote**, receive the price and then click on **Proceed to Checkout**.

Job #	Thumbnails	Job Name	Quantity	Price (CAD\$)
1317 	  	MUN Standard Business Card #1317	100 	CAD\$25.00

Note: The displayed price does not include taxes and shipping

SubTotal: CAD\$25.00

(Get Quote before Ordering)  

I accept all of the terms as they are defined in the [Terms and Conditions](#)



In the Shopping Cart, for each item you can choose Save For Later (moving it from the Cart to Saved Jobs, which you can find by clicking Track Jobs at the top) or Delete. If you wish to proceed with the order, you must choose a quantity from the drop-down list and click the Get Quote button to receive the total price. The Proceed to Checkout button will then appear. You must check the acknowledgement of the Terms and Conditions in the lower left to proceed.

Checkout


Shipping Details > Email Approvers > Billing Details > Confirmation


Please enter your shipping details:


Shipping Date: 4/3/2015 4:42 PM


Choose a Shipping Method:

Ship to this Address: **Print and Mail Services**
Ingstad Building
Room PS1007
St. John's
A1E 5S7

 Edit

 Show Address Book

 Enter a New Shipping Address

 Ship to Multiple Addresses

Cancel

Continue

The first step in the Checkout is to choose whether you will pick up the order yourself or have us deliver it. If you want us to deliver it, you can change the delivery address here. You can also choose to have the order split and delivered to multiple addresses.

Checkout

Shipping Details

Email Approvers

Billing Details

Confirmation

Please choose email approvers:

Message Subject:

Print and Mail Services Online Approval Request for Job # 1:

Add Comments:

Level 1 Approvers:

jjtucker@mun.ca

An Approval Status Reply will be sent to:

Test User (jjtucker@mun.ca)

Other Email:

Cancel

Back

Continue

If your order requires approval by another person, the next step is to request the approval. You'll see the email addresses of any require approvers in the "Level 1 Approvers" box, and you can add a comment for them in the "Add Comments" box.

Checkout


Shipping Details | Email Approvers | **Billing Details** | Confirmation

Before placing the order, Verify all relevant information.

Billing

Billing Address: **Print and Mail Services**
 Ingstad Building
 Room PS1007
 St. John's
 A1E 5S7

 Edit

 Show Address Book

Order Information

Ship to Print and Mail Services

Shipping To: **Print and Mail Services**
 Ingstad Building
 Room PS1007
 St. John's
 A1E 5S7

Shipping Method: Print and Mail Services Delivery

Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1317	MUN Standard Business Card #1317 Ordered by: Test User	FOAPAL: <input type="text" value="100001-4000-70410-2000-0-0"/>	100	CAD\$25.00

Summary

Price: CAD\$25.00
 Sub Total: CAD\$25.00
Total Price: CAD\$25.00

I accept all of the terms as they are defined in the [Terms and Conditions](#)

The second-last step is to review the billing details. Here you can choose a FOAPAL that the order will be billed to. **If the FOAPAL you need is not in the system, DON'T PROCEED WITH THE ORDER.** Contact Print and Mail Services and we will add the FOAPAL to your account. Once again, you must check the box to acknowledge our Terms and Conditions. In a nutshell, they say that what you see is what you get and that the FOAPAL must be correct!

Checkout

[Shipping Details](#) |
 [Email Approvers](#) |
 [Billing Details](#) |
 [Confirmation](#)

Thank you for the order. The order will be placed in the Approval Queue and will await Supervisor approval. Verify the status of your order in Track Jobs. For your convenience, it is recommended to Print out this page.

<p>Billing</p> <p>Billing Address: <input type="checkbox"/> Print and Mail Services Ingstad Building Room PS1007 St. John's A1E 5S7</p>	<p>Payment Method</p> <p>FOAPAL PO Number:</p>
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Ship to Print and Mail Services

<p>Shipping To: <input type="checkbox"/> Print and Mail Services Ingstad Building Room PS1007 St. John's A1E 5S7</p>	<p>Shipping Method: Print and Mail Services Delivery</p>
--	--

Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1317	MUN Standard Business Card #1317 Ordered by: Test User	FOAPAL: 100001-4000-70410-2000-0-0	100	CAD\$25.00

Summary

Order #:

Price:	CAD\$25.00
Sub Total:	CAD\$25.00
Total Price:	CAD\$25.00

[Continue Shopping](#)

Finally, you will see the Confirmation page. This is a summary of the items in your order, the billing and shipping information, and the price. **Until you reach this page, your order is not complete!**