

Bloomsburg University Print and Sign Center by AlphaGraphics Guide

<https://bit.ly/3AEs17E>

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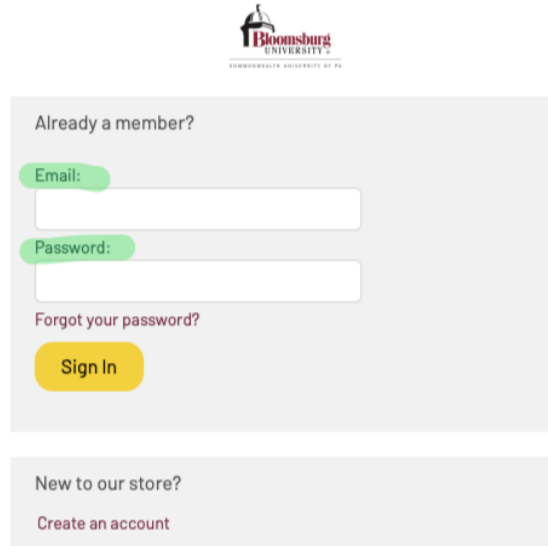
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42

Checking Out

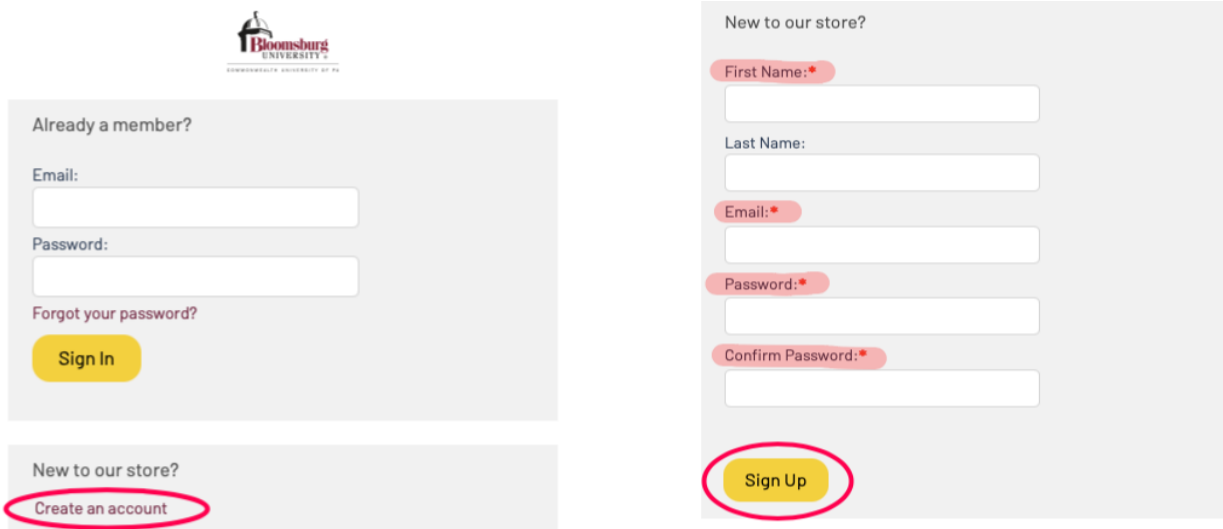
How to Login

You can easily sign in using your Bloomsburg University email and the password you created. If you click "remember me" after signing in, our site will remember your login information for you.



The screenshot shows the login interface for Bloomsburg University. At the top right is the university's logo. Below it, the text "Already a member?" is displayed. There are two input fields: "Email:" and "Password:", both with green highlights. Below the password field is a link that says "Forgot your password?". A yellow "Sign In" button is positioned below the "Forgot your password?" link. At the bottom of the form, there is a section titled "New to our store?" with a link that says "Create an account".

New to our Site?

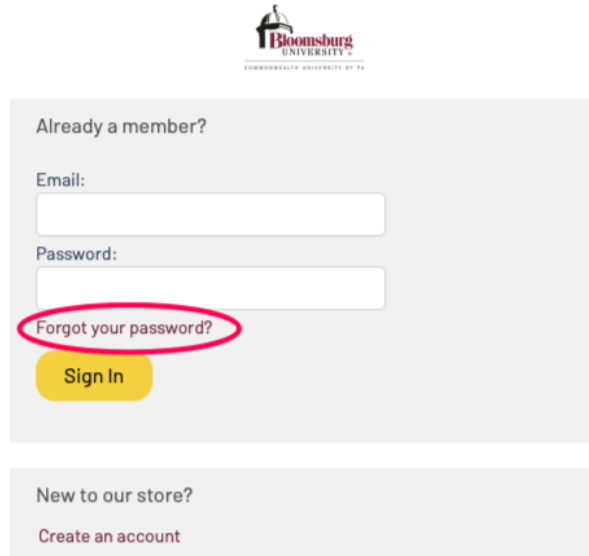


The screenshot shows the sign-up interface for Bloomsburg University. At the top left is the university's logo. Below it, the text "Already a member?" is displayed. There are two input fields: "Email:" and "Password:", both with red highlights. Below the password field is a link that says "Forgot your password?". A yellow "Sign In" button is positioned below the "Forgot your password?" link. At the bottom of the form, there is a section titled "New to our store?" with a link that says "Create an account", which is circled in red. To the right of this section is a larger form titled "New to our store?". This form has five input fields: "First Name:*" (red highlight), "Last Name:" (no highlight), "Email:*" (red highlight), "Password:*" (red highlight), and "Confirm Password:*" (red highlight). A yellow "Sign Up" button is positioned below the "Confirm Password" field, which is also circled in red.

Click "Create an account" and fill out all the necessary information and press "Sign Up" to create your account

Forgot your Password?

That's okay! Click on "Forgot your Password" under the member login. From here it will take you to another page.



The screenshot shows the login interface for Bloomsburg University. At the top right is the university logo. Below it, the text "Already a member?" is displayed. There are two input fields: "Email:" and "Password:". Below the password field is a link "Forgot your password?" which is circled in red. A yellow "Sign In" button is positioned below the link. At the bottom of the form, the text "New to our store?" is shown, with a link "Create an account" below it.

Password Recovery

Enter the email address associated with your account, and then click Continue.

We'll email you a link to a page where you can easily create a new password.

Email Address:*



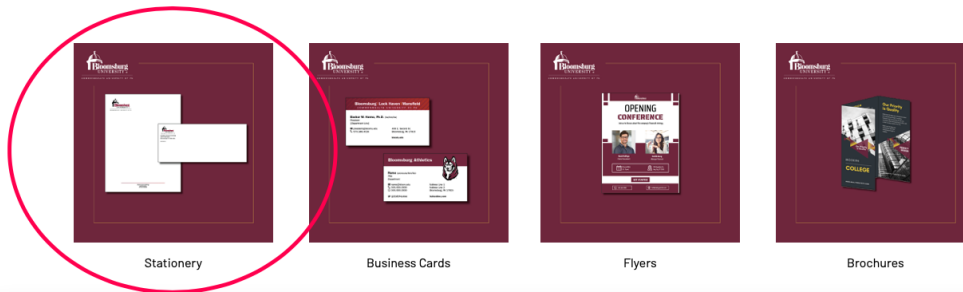
Type the characters you see in the image above:

Back Continue

This is the password recovery page, fill out all the necessary information, press "Continue" and a link will be set to your email to reset your password!

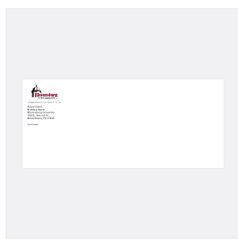
Stationery

On our site, we offer two different stationeries, "Letterheads" and "Envelopes." To get here, you have to click on "Stationery" on the home page or in the "Stationery" drop-down on the top of your page.



Stationery

2 products



BU-ENV10-1015 - BU #10 Envelope
#10 Envelopes - Enter your information



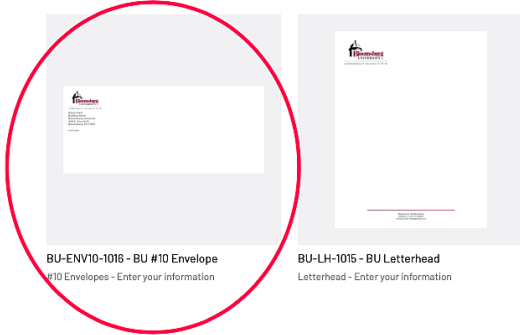
BU-LH-1015 - BU Letterhead
Letterhead - Enter your information

Once you click the "Stationery" icon, it will take you to this screen to choose either a "BU Envelope" or a "BU Letterhead"

Ordering an Envelope

Stationery

2 products



Click on the "BU Envelope" icon to start creating your envelope.

From the customize screen, fill out all the required fields then press "Next."

BU-ENV10-1016 - BU #10 Envelope

Customize | Finalize

Department*

Address Building Name*

Address Selection*
Bloomsburg

Cost Center

*Indicates a required field

Page 1
Refresh Preview

Next

(If you press the "refresh preview" icon, after filling in the required items, it will show you what your envelope will look like)

Once you hit, "Next," it will lead you to the "Finalize" page, where you can choose the quantity of your items, and have to fill in the required fields again. You can leave any comments or questions you may have about our products in our "Comments" section.

Quantity: 100 Items

Department*

Cost Center*

Comments ⓘ

Here you can type any questions, comments, or concerns you have about the product. The comments option is always seen before printing any item!

Check Spelling

Due Date

Total Quantity: 100 Items
Fixed Price: \$0.00 USD
Price Per Item: \$0.14 USD
Total Delivery Price: Will be calculated during checkout
Total Price: \$14.00 USD

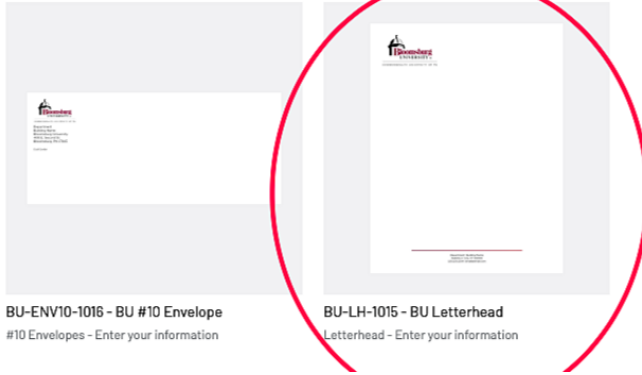
Show pricing table

Proof is approved *

When you move down on the "Finalize" page, you can state when the due date for your item is, as well as the time. This area also calculates your total price for this product. To move your item into your cart, you must approve your proof. To do so you click "Proof" and if the proof is approved you check the box right next to "Proof is approved." Only after this can you continue to put the items in your cart by clicking "Add to Cart."

Ordering a Letterhead

2 products



Start by clicking on "BU Letterhead" under the "Stationary" Icon.

On the "Customize" screen, it will have you fill in all the required fields that you want on your letterhead and then press the "Next" button.

Department*

Address Building Name*

Address Selection*
Bloomsburg

Phone 1
this is optional

Email
this is optional

* Indicates a required field



Page 1

Refresh Preview

If you press the "refresh preview" icon, after filling in the required items, it will show you what your envelope will look like

Next

Quantity: 100 Items

Cost Center*

Department*

Comments

here you can type any questions, comments, or concerns you have about the product. The comments option is always seen before printing any item!

Check Spelling

Due Date **Date** **Time** Clear

Total Quantity: 100 Items
Fixed Price: \$0.00 USD
Price Per Item: \$0.17 USD
Total Delivery Price: Will be calculated during checkout
Total Price: \$16.50 USD

Recalculate

Show pricing table

✓ Proof Proof is approved*

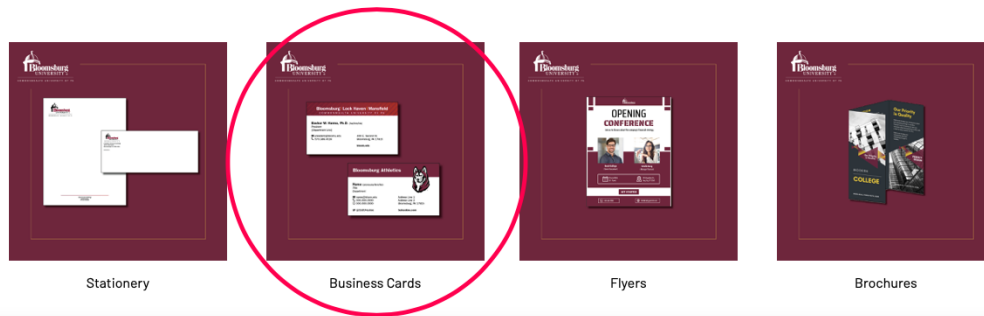
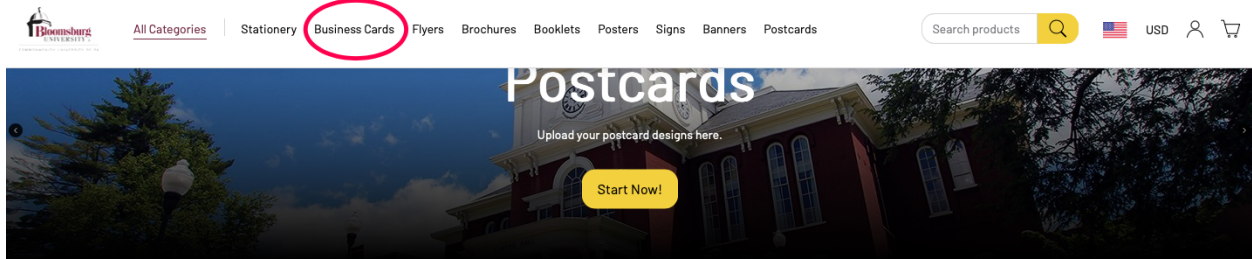
Back

Add to Cart

After clicking "Next" it will lead you to the "Finalize" page where you can adjust the quantity, add a due date and time, view prices, and approve your proof. To add the letterhead to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!

Business Cards

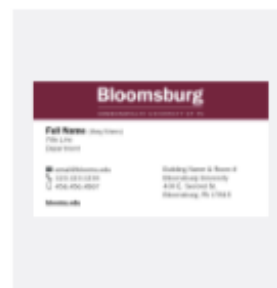
On our site, we offer three different business cards, "Integrated Business Cards," "Bloomsburg University Business Cards," and "Bloom Athletic Business Cards." To get here, you have to click on "Business Cards" on the home page or in the "Business Card" drop-down menu on the top of your page.



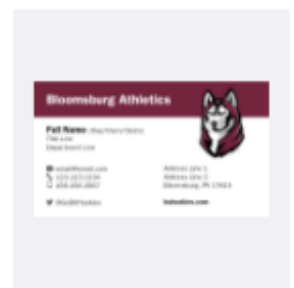
Once you click on "Business Cards" you will have the three options to choose from, "Intergraded," "Bloom," and "Athletic."



Integrated Business Cards - CUPA-1003



Bloomsburg University Business Cards - CUPA-BC-1011



Bloom Athletics Business Cards - CUPA-BC-1004

Ordering a Business Card

When you enter the "Customize" page for the business cards, it will have you fill out all the required field, as well as anything else you want on your business card. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

After clicking "Next" it will lead you to the "Finalize" page.

Full Name*

Pronouns Choice
-- Please Select a Value --

Title 1*

Department*

Email*

Phone 1 Type
-- Please Select a Value --

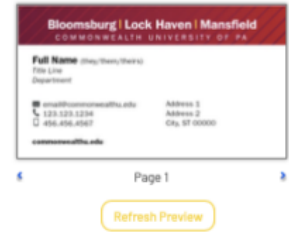
Phone 1

Phone 2 Type
-- Please Select a Value --

Phone 2

Address Selection*
Bloomsburg

URL*
bloomu.edu



Quantity: 10 Items

Department*

Cost Center*

Comments ⓘ
Here you can type any questions, comments, or concerns you may have about the product. The comments option is always seen before printing!

Check Spelling

Due Date Clear

Total Quantity:	10 Items
Fixed Price:	\$0.00 USD
Price Per Item:	\$0.60 USD
Total Delivery Price:	Will be calculated during checkout
Total Price:	\$6.00 USD

Recalculate

Show pricing table

✓ Proof Proof is approved*

Back

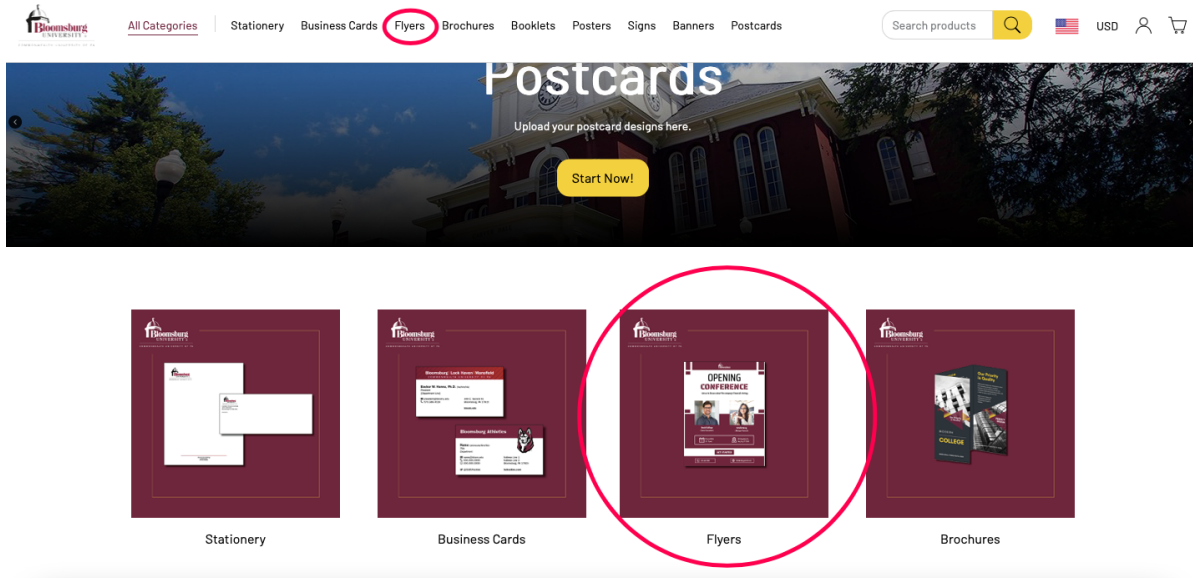
Add to Cart

Next

Where you can adjust the quantity, add a due date and time, view prices, and approve your proof. To add to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!

Flyers

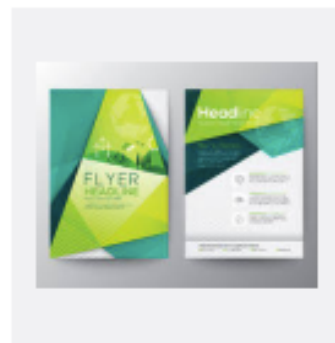
On our site, we offer two different sizes of flyers, 8.5"x14," and 8.5"x11." To get here, you have to click on "Flyers" on the home page or in the "Flyers" drop-down menu on the top of your page.



Once you click on "Flyers" it will take you to the next page where you can choose what size flyer you would like to have.



8.5x14 Flyer Upload
Upload your own design



8.5x11 Flyer Upload
Upload your own design

Ordering a Flyer

When you enter the "Customize" page for the flyers, it will have you fill out all the required field, as well as picking out if you want bleeds or no bleeds, if you want your flyer folded, and the paper weight. After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

Flyer Orientation*
Portrait

Will this be double sided?
-- Please Select a Value --

Does this include bleed?
-- Please Select a Value --

BLEED NO BLEED

What kind of fold?*
None

8 1/2 Fold

Paper Weight*
-- Please Select a Value --

PDF Upload*
No Image Selected
Select

How do you want this to print?* ⓘ
Color

Please name your file*

*Indicates a required field



Next

After clicking "Next" it will lead you to the "Finalize" page.

Quantity: Items

Department*

Cost Center*

Comments ⓘ

Here you can type in any questions, comments, or concerns you may have about the product. The comments option is always seen before printing!

Check Spelling

Due Date [Clear](#)

Total Quantity:	1 Item
Price Per Item:	\$0.03 USD
Total Delivery Price:	Will be calculated during checkout
Total Price:	\$0.03 USD

Recalculate

✓ Proof

Back

Add to Cart

Where you can adjust the quantity, put in your department and cost center, place the time you want your flyers delivered, view prices, and approve your proof. To add to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!

Brochures

On our site, we offer three different sizes of brochures, 8.5"x11," 11"x17," and 25.5"x11." To get here, you have to click on "Brochures" on the home page or in the "Brochures" drop-down menu on the top of your page.



Stationery



Business Cards



Flyers



Brochures

Once you click on "Brochures" it will take you to the next page where you can choose what size brochure you would like to have.



8.5x11 Brochure Upload
Upload your own design



11x17 Brochure Upload
Upload your own design



25.5x11 Brochure Upload
Upload your own design

Ordering a Brochure

When you enter the "Customize" page for the brochures, it will have you fill out all the required field, as well as picking out if you want bleeds or no bleeds, how you want your brochure folded and the paper weight. After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

After clicking "Next" it will lead you to the "Finalize" page.

Flyer Orientation*
Portrait

Will this be double sided?
Double Sided

Does this include bleed?
-- Please Select a Value --

What kind of fold?*

Paper Weight*
-- Please Select a Value --

PDF Upload*

No Image Selected
Select



Page 1

Refresh Preview

Quantity: 1 Items

Department*

Cost Center*

Comments ⓘ

Here you can type in any questions, comments, or concerns you may have about the product. The comments option is always seen before printing!

Check Spelling

Due Date Clear

Total Quantity: 1 Item
Price Per Item: \$0.19 USD
Total Delivery Price: Will be calculated during checkout
Total Price: \$0.19 USD

Recalculate

✓ Proof

Back

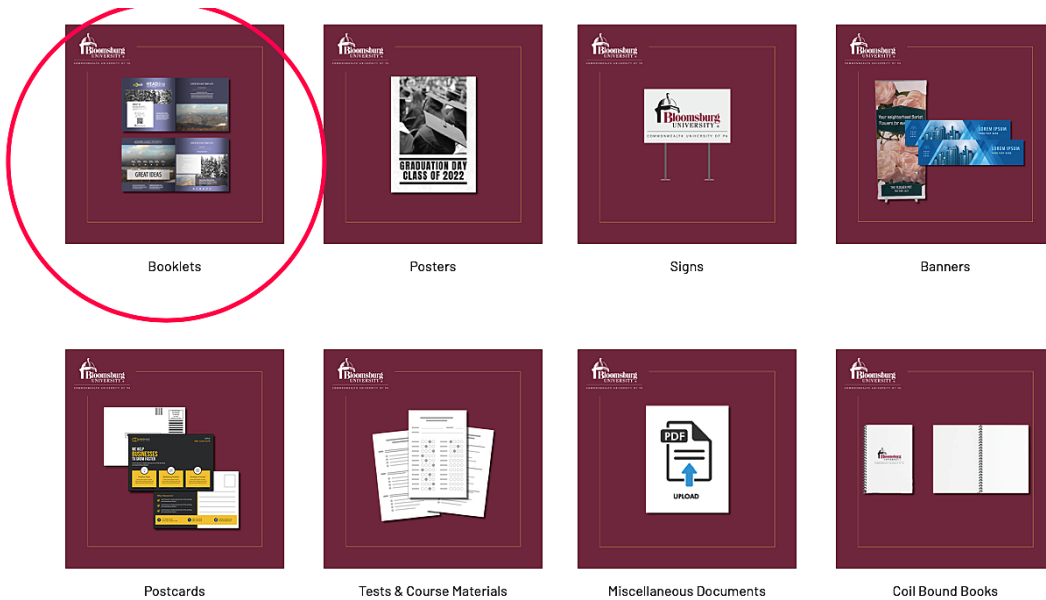
Add to Cart

Next

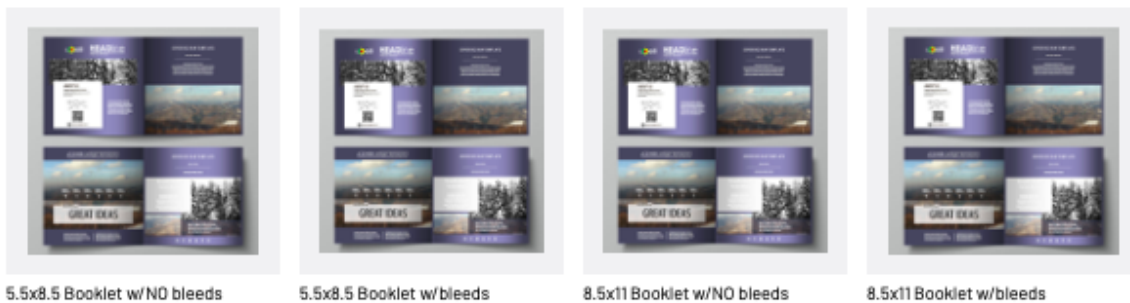
Where you can adjust the quantity, put in your department and cost center, place the time you want your flyers delivered, view prices, and approve your proof. To add to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!

Booklets

On our site, we offer four different booklet options, 5.5"x8.5" with bleeds and no bleeds, and 8.5"x11" with bleeds and no bleeds. To get here, you have to click on "Booklets" on the home page or in the "Booklets" drop-down menu on the top of your page.



Once you click on "Booklets" it will take you to the next page where you can choose what size and type of booklet you would like to order.



Ordering a Booklet

Booklets with out bleeds.
Total document upload size is 5.5"x8.5".

DO NOT upload files with crop marks.

Total Booklet Pages must be divisible by 4.
If you need blank pages you must upload them in their place(s).

For Illustrator Template Please Click Here.



Page 1


It will have you start at the "Product Details page" Which you can press "continue"



It will then lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your booklet.

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through.

You need to fill out all of the necessary requirements to create your brochure. This includes the job name, cover page, the stitch, the binding, due dates, comments, proofs, department, and cost center. It will also ask you if you want your booklet in black and white or in color, if you want it single or double-sided, and the paper weight.

Job Name *	
Upgrade Cover Page...	N/A
Saddle Stitch *	Yes
Binding Side *	Long Side 
Due Date *	
Comments	
Hard Copy PROOF *	No
Department *	
Cost Center *	

In the comments section you can type in any questions, comments, or concerns you may have about the product. The comments option is always seen before

After you are done, click the "next" button on the bottom of the page.

This will take you to the "finalize" page where you can insert the quality of the booklets, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.

Quantity: Items
Total quantity is limited to: Minimum 10

Total Quantity: 10
Total Delivery Price: Will be calculated during checkout
Total Price: \$6.03 USD

[Recalculate](#)

Proof Proof is approved *

[Back](#)

[Add to Cart](#)

Posters

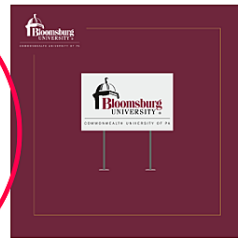
On our site, we offer five different poster options: 11"x7," 12"x18," 18"x24," 24"x36," and 36"x48." To get here, you have to click on "Poster" on the home page or in the "Poster" drop-down menu on the top of your page.



Booklets



Posters



Signs



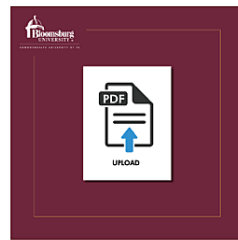
Banners



Postcards



Tests & Course Materials



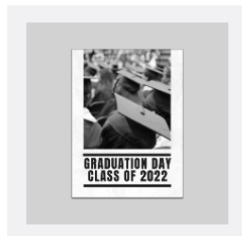
Miscellaneous Documents



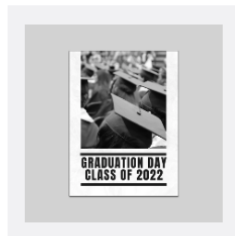
Coil Bound Books

Once you click on "Poster" it will take you to the next page where you can choose what size of poster you would like to order.

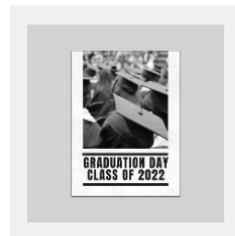
5 products



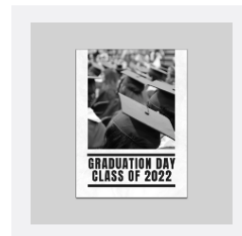
11x17 Poster Upload
Upload your own design



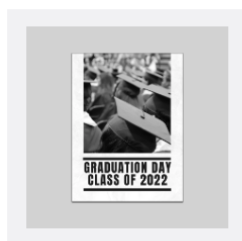
12x18 Poster Upload
Upload your own design



18x24 Poster Upload
Upload your own design



24x36 Poster Upload
Upload your own design



36x48 Poster Upload
Upload your own design

Ordering a Poster

When you enter the "Customize" page for your poster, it will have you fill out all the required field like the orientation of the poster, if it will be double or single sided, as well

as picking out if you want bleeds or no bleeds, After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

Poster Orientation*
Portrait

Will this be double sided?*

Does this include bleed?*

BLEED NO BLEED

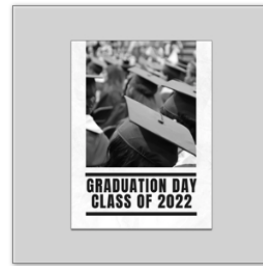
PDF Upload*

No Image Selected

Select

File Name*

*Indicates a required field



Page 1

Refresh Preview

Next

If you press "refresh preview" it will show you what your poster will look like with your PDF.

After pressing "Next" it will take you to the Finalize page where you will be required to fill out what type of substrate you want your poster to be, the cost center and department. You can also adjust the quantity, place the time you and date you want your flyers by, view prices, and approve your proof. To add to your cart you have to fill in the required fields!

Quantity: Items

Substrate Type*

Paper

Cost Center*

Department*

Comments ⓘ

Here you can type in any questions, comments, or concerns you may have about the product. The comments option is always seen before printing!

Check Spelling

Total Quantity:	1 Item
Fixed Price:	\$0.00 USD
Price Per Item:	\$10.10 USD
Total Delivery Price:	Will be calculated during checkout
Total Price:	\$10.10 USD

Recalculate

Show pricing table

✓ Proof

Back

Add to Cart

By pressing "Recalculate" under the total price, it will automatically update the price depending on

Signs

On our site, we offer three different sign options: 18"x24," 24"x36," and 36"x48." To get here, you have to click on "Signs" on the home page or in the "Signs" drop-down menu on the top of your page.



Booklets



Posters



Signs



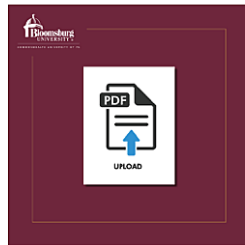
Banners



Postcards



Tests & Course Materials



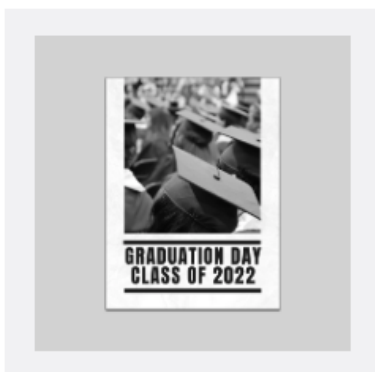
Miscellaneous Documents



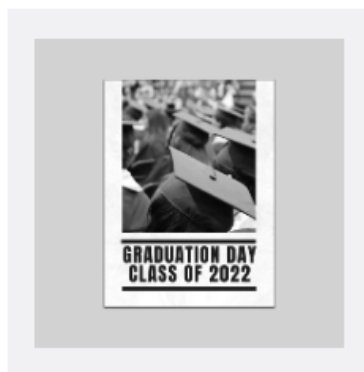
Coil Bound Books

Once you click on "Signs" it will take you to the next page where you can choose what size sign you would like to order.

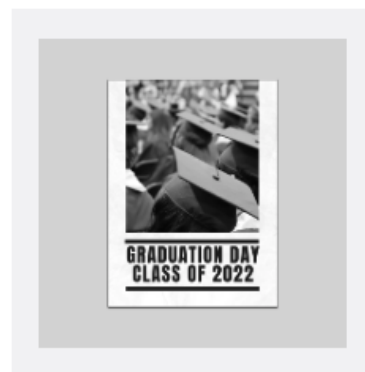
3 products



18x24 Yard Sign Upload
Upload your own design



24x36 Yard Sign Upload
Upload your own design



36x48 Yard Sign Upload
Upload your own design

Ordering a Sign

When you enter the "Customize" page for your sign, it will have you fill out all the

required field like the orientation of the sign, if it will be double or single sided, as well as picking out if you want bleeds or no bleeds. After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

Poster Orientation*

Will this be double sided?*

Does this include bleed?

BLEED **NO BLEED**

PDF Upload*

No Image Selected

File Name*

*Indicates a required field



Page 1

After pressing "Next" it will take you to the Finalize page where you will be required to fill

out what type of substrate you want your sign to be, if you need H-Stakes, the cost center and department. You can also adjust the quantity, place the time you and date you want your flyers by, view prices, and approve your proof. To add to your cart you have to fill in the required fields!

Quantity: Items

Substrate Type*

Coroplast (Yard Sign) ▾

Include H-Stakes*

— Please Select a Value — ▾

Cost Center*

Department*

Comments ⓘ

Here you can type in any questions, comments, or concerns you may have about the product. The comments option is always seen before printing!

Check Spelling

Total Quantity:	1 Item
Fixed Price:	N/A USD
Price Per Item:	N/A USD
Total Delivery Price:	Will be calculated during checkout
Total Price:	N/A USD

Recalculate

Show pricing table

✓ Proof

Back

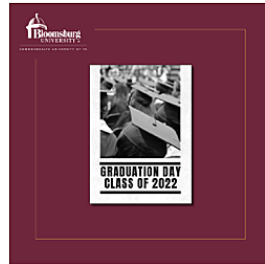
Add to Cart

Banners

On our site, we offer three different banner options: pull-up banner, and the vinyl 3"x8," and 3"x6." To get here, you have to click on "Banners" on the home page or in the "Banners" drop-down menu on the top of your page.



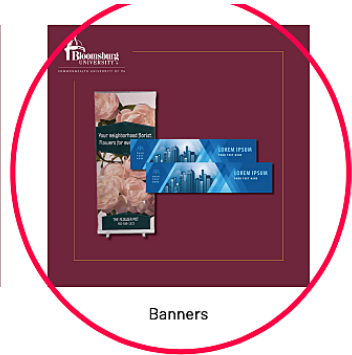
Booklets



Posters



Signs



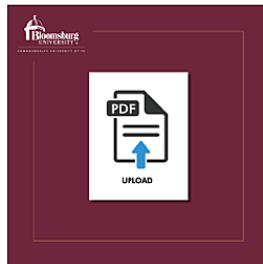
Banners



Postcards



Tests & Course Materials



Miscellaneous Documents



Coil Bound Books

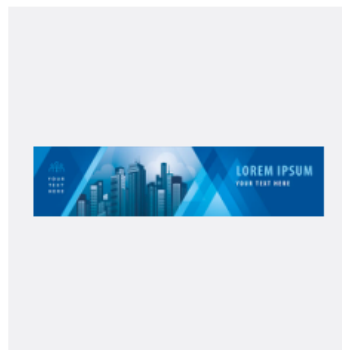
Once you click on "Banner" it will take you to the next page where you can choose what size banner you would like to order.

3 products



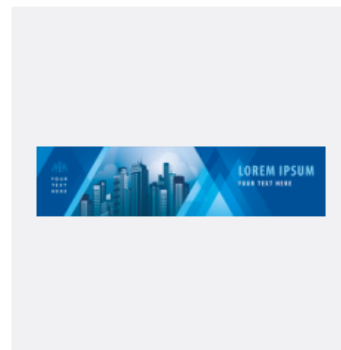
Pull Up Banner Stand - BU-1017

Upload your own design
31.5" x 86"



Vinyl Banner - 3 x 8 - BU-1018

Upload your own design
3' x 8'



Vinyl Banner - 3 x 6 - BU-1019

Upload your own design
3' x 6'

Ordering a Banner

When you enter the "Customize" page for your banner, it will have you fill out all the required fields, uploading your PDF and naming your file. When you are done filling out

the information needed, you can press the "Next" button to move onto the next screen.

If you press "refresh preview" it will show you what your poster will look like with your PDF.

PDF Upload*

No Image Selected

Select >



Page 1

Refresh Preview

File Name*

*Indicates a required field

Next

After pressing next, it will take you to the Finalize page, where you will be required to fill out your cost center and department. You can also adjust the quantity, place the time you and date you want your flyers by, view prices, and approve your proof. To add to your cart you have to fill in the required fields!

Quantity: Items

Cost Center*

Department*

Due Date

Total Quantity: 1 Item
Fixed Price: \$0.00 USD
Price Per Item: \$56.00 USD
Total Delivery Price: Will be calculated during checkout
Total Price: \$56.00 USD

Recalculate

Show pricing table

✓ Proof

Back

Add to Cart

Postcards

On our site, we offer nine different postcard options: all in which are offered single or double sided, 5"x7," 5.5"x8.5," 6"x11," 4"x6," and 4.25"x5.5."To get here, you have to click on "Postcards" on the home page or in the "Postcards" drop-down menu on the top of your page.



Booklets



Posters



Signs



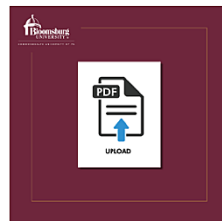
Banners



Postcards



Tests & Course Materials



Miscellaneous Documents



Coil Bound Books

Once you click on "Postcards" it will take you to the next page where you can choose what size postcard you would like to order.

9 products



5x7 Postcard - Single Sided w/bleeds



5x7 Postcard - Double Sided w/bleeds



5.5x8.5 Postcard - Single Sided w/bleeds



5.5x8.5 Postcard - Double Sided w/bleeds



6x11 Postcard - Single Sided w/bleeds



6x11 Postcard - Double Sided w/bleeds



4x6 Postcard - Single Sided w/bleeds



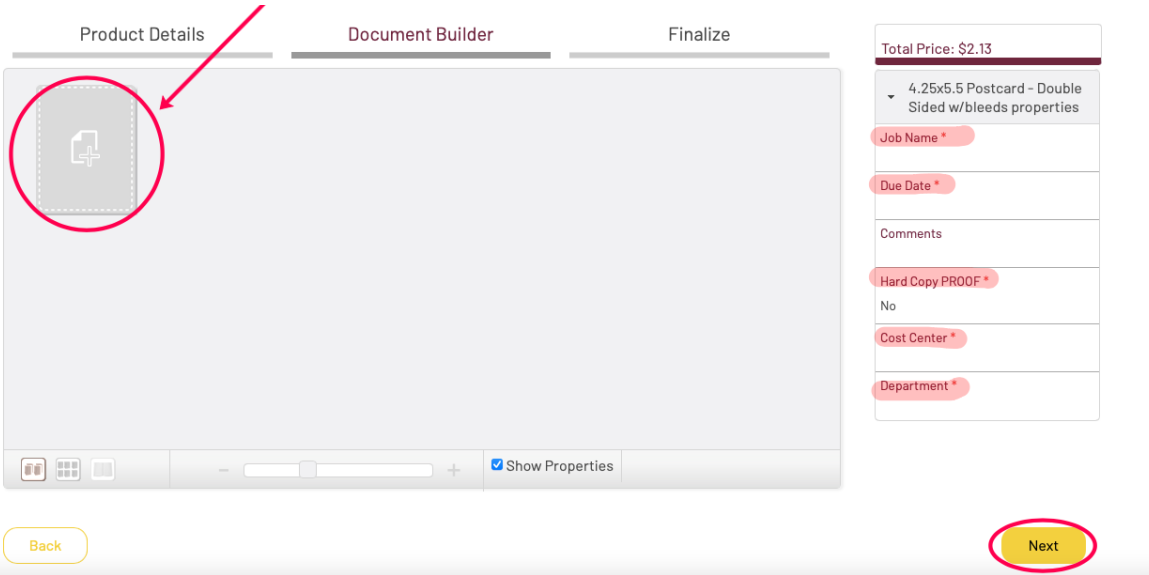
4x6 Postcard - Double Sided w/bleeds



4.25x5.5 Postcard - Double Sided w/bleeds

Ordering a Postcard

When you get to the "Customize" page, where you can click the page with the plus to upload all of the pages for your postcard. If you look at the right side of the screen on



the customize page, you will see a menu. You need to fill out all of the requirements to create your postcard. This includes: job name, the due date, comments, proofs, cost center, and

department. After filling out the required fields, you can press "next."

This will take you to the "finalize" page where you can insert the quality of the postcards, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.

Quantity: Items
Total quantity is limited to: Minimum 10

Total Quantity: 10
Total Delivery Price: Will be calculated during checkout
Total Price: \$8.73 USD

[Recalculate](#)

Proof Proof is approved *

[Back](#)

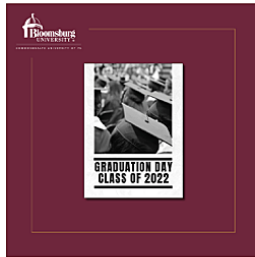
[Add to Cart](#)

Test and Course Materials

On our site, we offer one test and course materials option. To get here, you have to click on "Test and Course Materials" on the home page.



Booklets



Posters



Signs



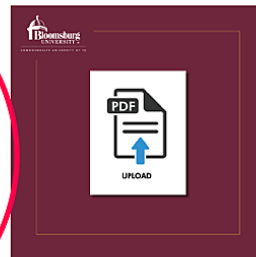
Banners



Postcards



Tests & Course Materials



Miscellaneous Documents



Coil Bound Books

Once you click on "Test and Course Materials" it will take you to the next page where you can enter on the customize

1 products

page.



Tests & Course Materials

Ordering Test and Course Material

It will lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your test and course materials.

Product Details Document Builder Finalize

Total Price: \$2.02

Tests & Course Materials properties

Job Name *

Binding *
Stapling

3 Hole Drilled *
No

Coil or Tape Color *
N/A

Shrink Wrap *
No

Due Date *

Comments

Hard Copy PROOF *
No

Cutting Charges *
Yes

Cost Center *

Department *

Next

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through. You need to fill out all of the necessary requirements to create your test and course materials. This includes the job name, binding, if you want a 3 hole drill, coil or tape colors, if you want shrink wrap, due dates, comments, proofs, cutting charges, cost center, and department. It will also ask you if you want your materials in black and white or in color, if you want them single or double-sided, and the paper weight. After filling out all this information you can click "next" to go to the finalize page.

This will take you to the "finalize" page where you can insert the quality of the test and course materials needed, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.

Quantity: Items
Total quantity is limited to: Minimum 10

Total Quantity: 10
Total Delivery Price: Will be calculated during checkout
Total Price: \$6.03 USD

Recalculate

Proof Proof is approved *

Back

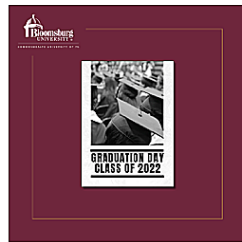
Add to Cart

Miscellaneous Documents

On our site, we offer one miscellaneous document option. To get here, you have to click on "Miscellaneous Documents" on the home page. Miscellaneous Documents is where to go for any documents that are not single paged.



Booklets



Posters



Signs



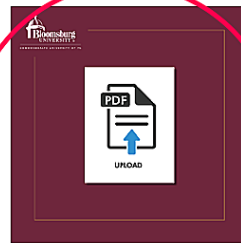
Banners



Postcards



Tests & Course Materials



Miscellaneous Documents



Coil Bound Books

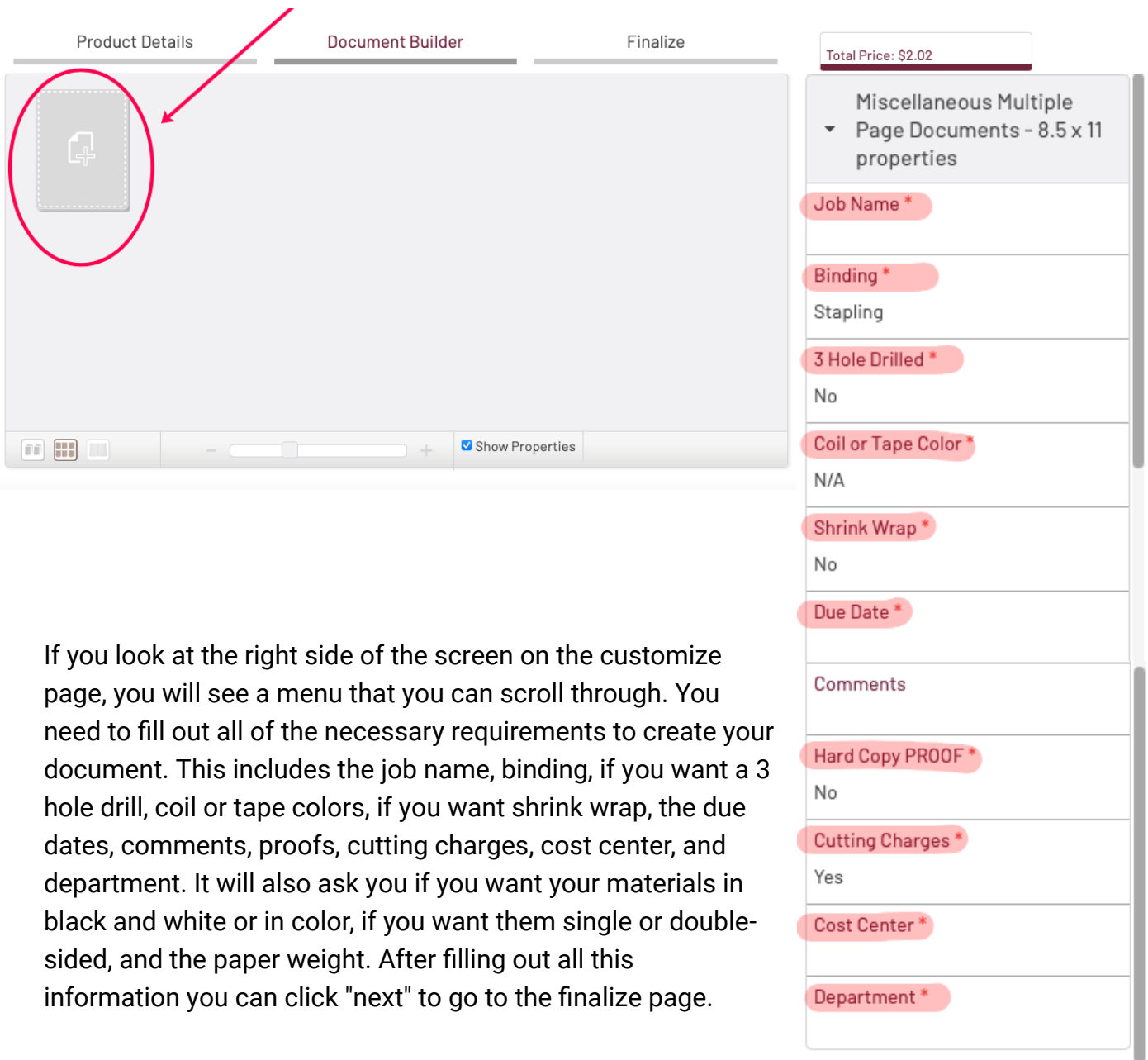
Once you click on "Miscellaneous Documents" it will take you to the next page where you can enter on the customize page.



Miscellaneous Multiple Page Documents - 8.5 x 11

Ordering Miscellaneous Documents

It will lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your document materials.



The screenshot displays the 'Document Builder' interface. At the top, there are three tabs: 'Product Details', 'Document Builder', and 'Finalize'. The 'Document Builder' tab is active. On the left side, there is a large grey area with a dashed border and a plus sign icon, which is circled in red. A red arrow points to this icon. Below this area is a toolbar with icons for zooming and a 'Show Properties' checkbox. On the right side, there is a scrollable menu with the following items: 'Total Price: \$2.02', 'Miscellaneous Multiple', 'Page Documents - 8.5 x 11 properties', 'Job Name *', 'Binding *', 'Stapling', '3 Hole Drilled *', 'No', 'Coil or Tape Color *', 'N/A', 'Shrink Wrap *', 'No', 'Due Date *', 'Comments', 'Hard Copy PROOF *', 'No', 'Cutting Charges *', 'Yes', 'Cost Center *', and 'Department *'.

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through. You need to fill out all of the necessary requirements to create your document. This includes the job name, binding, if you want a 3 hole drill, coil or tape colors, if you want shrink wrap, the due dates, comments, proofs, cutting charges, cost center, and department. It will also ask you if you want your materials in black and white or in color, if you want them single or double-sided, and the paper weight. After filling out all this information you can click "next" to go to the finalize page.

Next

This will take you to the "finalize" page where you can insert the quality of documents needed, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.

Quantity: Items

Total Quantity: 1
Total Delivery Price: Will be calculated during checkout
Total Price: \$2.50 USD

Recalculate

✓ Proof Proof is approved *

Back

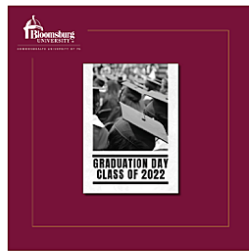
Add to Cart

Coil Bound Books

On our site, we offer one coil bound book option. To get here, you have to click on "Coil Bound Books" on the home page.



Booklets



Posters



Signs



Banners



Postcards



Tests & Course Materials



Miscellaneous Documents



Coil Bound Books

Once you click on "Coil Bound Books" it will take you to the next page where you can enter on the customize page.

1 products



Coil Bound Books

Ordering a Coil Bound Book

It will lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your coil bound book.

Product Details Document Builder Finalize

Total Price: \$4.36

Coil Bound Books properties

Job Name *

Upgrade Cover - 2 Pa...
N/A

Upgrade Cover - 4 Pa...
N/A

Coil Color *
Black

Due Date *

Comments

Hard Copy PROOF *
No

Department *

Cost Center *

Stock Selection

Next

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through. You need to fill out all of the necessary requirements to create your book. This includes the job name, if you want to upgrade the covers, coil color, the due date, comments, proofs, department, cost center and stock selection. It will also ask you if you want your materials in black and white or in color, if you want them single or double-sided, and the paper weight. After filling out all this information you can click "next" to go to the finalize page.

This will take you to the "finalize" page where you can insert the quality of documents needed, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.

Quantity: Items

Total Quantity: 1
Total Delivery Price: Will be calculated during checkout
Total Price: \$9.52 USD

Recalculate

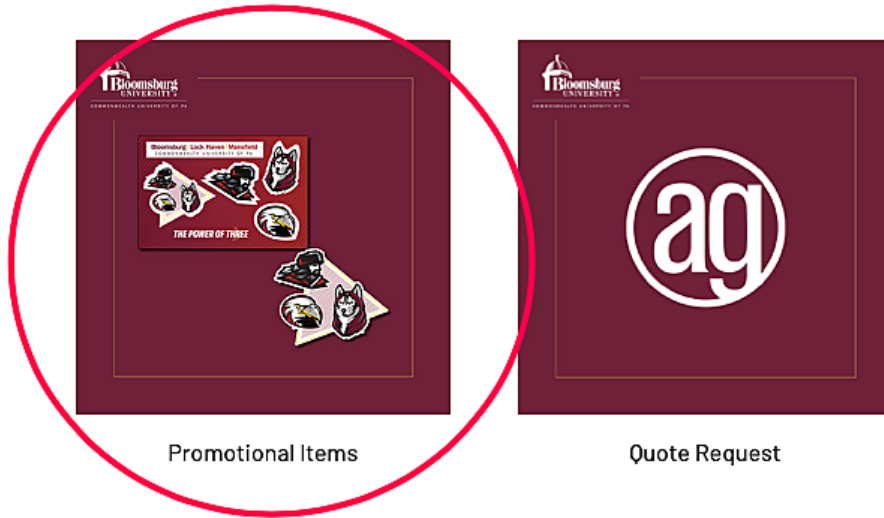
Proof Proof is approved *

Back

Add to Cart

Promotional Items

On our site, we offer two different promotional options. To get here, you have to click on "Promotional Items" on the home page.

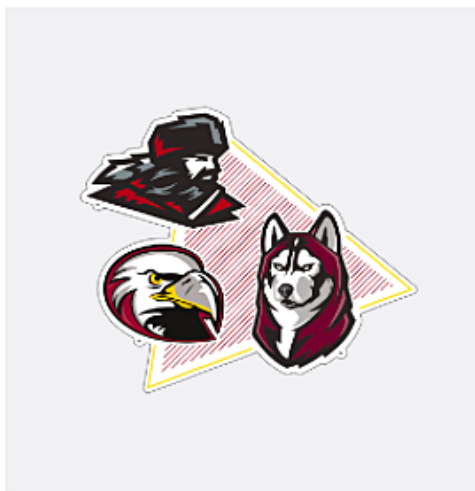


Once you click on "Promotional Items" it will take you to the next page where you can choose what promotional item you would like to order.

2 products




CU-1007 - CU Sticker Sheet



CU-1008 - Tri-Logo Magnet

Ordering the Sticker Sheet

It will lead you to the next page, where it will have you fill out all the required fields given. This includes your department, cost center, and due date. You can also fill out the quantity on the top of the page. When finished, click "add to cart."



Page 1

Bloomsburg | Lock Haven | Mansfield
COMMONWEALTH UNIVERSITY OF PA

THE POWER OF THREE

The image shows a sticker sheet with a red background and white text. It features three university logos: Bloomsburg (a bear), Lock Haven (a husky), and Mansfield (an eagle). The text 'THE POWER OF THREE' is written in white at the bottom.

CU-1007 - CU Sticker Sheet

\$477.00 USD

Quantity Items

Department *

Cost Center *

Due Date


Summary

Product total (1000 Items)	\$477.00
Shipping calculated at checkout	
Total price (USD)	\$477.00

[Add to cart](#)

Ordering the Tri-Logo Magnet

It will lead you to the next page, where it will have you fill out all the required fields given. This includes your department, cost center, and due date. You can also fill out the quantity on the top of the page. When finished, click "add to cart."



Page 1

CU-1008 - Tri-Logo Magnet

\$573.33 USD

Quantity Items

Department *

Cost Center *

Due Date

Summary

Product total (1000 Items)	\$573.33
Shipping calculated at checkout	
Total price (USD)	\$573.33

Add to cart

Quote Request

If you have an idea of something that you would like, but do not see it on our BU Ordering Site, you can easily find the "Quote Request" at the bottom of the home page. Here, you can request any product and it will be sent over to our main location to see what we can do to fulfil your needs.



Promotional Items



Quote Request

By clicking on "Request a Quote" it will lead you to our main site.

1 products



Request for Custom Quote (X)
Quote for custom design services

Request a Quote

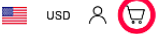
Checking Out

To checkout, you first want to click the shopping cart in the upper right hand of the screen.



All Categories | Stationery Business Cards Flyers Brochures Booklets Posters Signs Banners Postcards Tests & Course Materials

Search products



From here, it will lead you to the "shopping cart" where you can select what items in your cart you would like to purchase or not. When you press the "X" at the right hand side, it will delete the products from your cart. When finished click "checkout" or if you're not done yet, keep "click shopping."

Shopping Cart

Shopping Cart Items - To Check Out Now

Select all

	Name	Units	Price
	 8.5x14 Flyer Upload Hiring - 28# Copy Details Edit	Total: 10 Items	\$1.60 USD
	 5.5x8.5 Booklet w/bleeds Marketing Ideas Design Board- Updated 09.30.2022-2 Details Edit	Total: 10 Items	\$12.18 USD
	 Vinyl Banner - 3 x 8 - BU-1018 Art Details Edit	Total: 1 Item	\$56.00 USD
	 BU-ENV10-1016 - BU #10 Envelope Print Center Details Edit	Total: 100 Items	\$14.00 USD

Subtotal \$83.78 USD

[Continue Shopping](#)

[Checkout](#)

After clicking "checkout" it will lead you to the "Address Details Payment and Submission" page. Here, you can select your shipping and billing address, and choose if you would like your items for BU Delivery or BU Pickup under "Services." When done click "next."

Address Details Payment & Submission

Billing Address

[Set billing address](#)

Shipping

Select Shipping Address

Use billing Address

Select from My Shipping Addresses Sky [Add...](#)

Selected address

Skylar Case [Edit...](#)

AlphaGraphics
Waller Administration
42
Bloomsburg, Pennsylvania 17815
United States

Name	No. of Units	Service
8.5x14 Flyer Upload - Hiring - 28# Copy	10 Items	BU Delivery
5.5x8.5 Booklet w/bleeds - Marketing Ideas Design Board- Updated 09.30.2022-2	10 Items	
Vinyl Banner - 3 x 8 - BU-1018 - Art	1 Item	
BU-ENV10-1016 - BU #10 Envelope - Print Center	100 Items	

[< Back](#) [Next >](#)

If you're ordering for the first time, on the address and order details it will have you put in your billing and your address information. To do this click on "Set Billing Address" under "Billing Address."

Address Details Payment & Submission

Billing Address

Set billing address

Shipping

Select Shipping Address

Use billing Address

Select from My Shipping Addresses Sky Add...

Selected address

Skylar Case Edit...

AlphaGraphics

Waller Administration

42

Bloomsburg, Pennsylvania 17815

United States

Order Items

Name	No. of Units
8.5x14 Flyer Upload - Hiring - 28# Copy	10 Items
5.5x8.5 Booklet w/bleeds - Marketing Ideas Design Board- Updated 09.30.2022-2	10 Items
Vinyl Banner - 3 x 8 - BU-1018 - Art	1 Item
BU-ENV10-1016 - BU #10 Envelope - Print Center	100 Items

Billing Address - Bloomsburg University

Display Name:

Person Name: *

Company:

Building Name *

Room Number

City: *

Country: * United States

State/Province: * Select State

Zip/Postal Code: *

Address Reference:

Phone: *

Fax:





* Indicates a required field

Cancel Submit

Here you can fill in all the required information including your name, building name, city, country, state, zip code, and phone number. After typing all the required fields click "submit."

After making sure everything in your cart is correct you can press "checkout" on the bottom of the screen and it will go through to the Print Center. If you have any questions, comments, or concerns about your order please do not hesitate to reach out to us!

Ordered Items

	Name	Units	Price
	8.5x14 Flyer Upload Hiring - 28# Copy Details	Total: 10 Items	\$1.60 USD
	5.5x8.5 Booklet w/bleeds Marketing Ideas Design Board- Updated 09.30.2022-2 Details	Total: 10 Items	\$12.18 USD
	Vinyl Banner - 3 x 8 - BU-1018 Art Details	Total: 1 Item	\$56.00 USD
	BU-ENV10-1016 - BU #10 Envelope Print Center Details	Total: 100 Items	\$14.00 USD

Tax:	\$0.00 USD
Total:	\$83.78 USD

[< Back](#)

[Checkout](#)

Key Guide for Ordering

What is a Bleed?

After trimming, bleed ensures that no un-printed edges occur on your final document. Most print equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.

What are Crop Marks?

Commonly known as trim or cut marks. They are lines printed in the corners of the file to show our finishing department where to trim the paper. They are used whenever a file has bleed.

