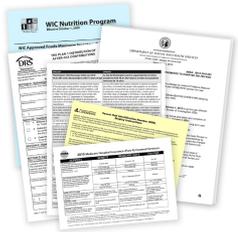


## Order, Print & Save

Utilize our new online ordering system to send all of your projects quickly and easily!

### My Quick Copies



Order black and white or color copies, with very basic options. We deliver to your front desk or to a nearby copy center for pickup, quick turnaround.

### My Books & Manuals

Create Books & Manuals with multiple options for binds with the ability to create tabs, colored sections and other types of section dividers.



### My Full Service Copies



Order black and white or color copies with a number of options such as tabbing, padding, laminating, & more. Digitally order your job and have it delivered as soon as possible.

# myPRINT

## Advantages & Helpful Tools

- Save frequently used jobs in your account
- Retain electronic records of previous jobs!
- Review and re-print previous orders
- Store multiple ship to addresses
- Access your online order history
- Active access to current job status
- Order directly from your desktop
- Store your frequently used files online
- Easy long distance access
- The ability to price basic jobs
- Unlimited users with-in an agency
- Helpful drop down menus to guide you through your order
- Convert your Microsoft Office Documents into PDF files

## Order your printing online!



### The Washington State Department of Printing

7580 New Market Street SW  
Tumwater, WA 98501

360-570-5555

[prt.wa.gov](http://prt.wa.gov) • [myPRINT.wa.gov](http://myPRINT.wa.gov)

@ myPRINT.wa.gov



myPRINT.wa.gov

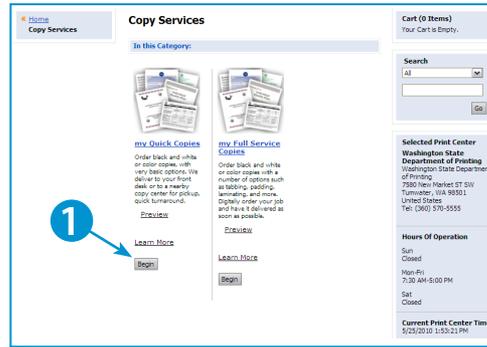
# How to place an order!

## Order your printing online!

It's as easy as **1, 2, 3, 4...**

- 1 Log into myPRINT.wa.gov
- 2 Upload your document
- 3 Select your print options
- 4 Review, select a ship date and place your order

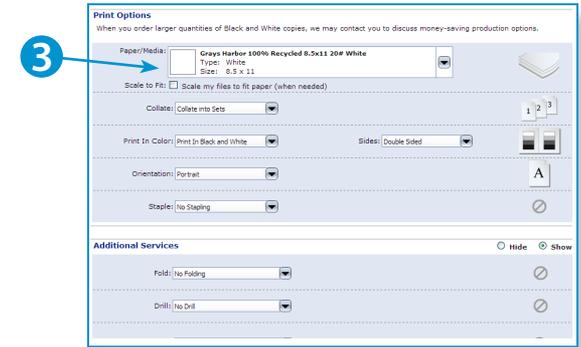
If you need any assistance submitting an order or have questions about myPRINT, please call Andy Schoen at 360-570-5540 or email [andy.schoen@prt.wa.gov](mailto:andy.schoen@prt.wa.gov)



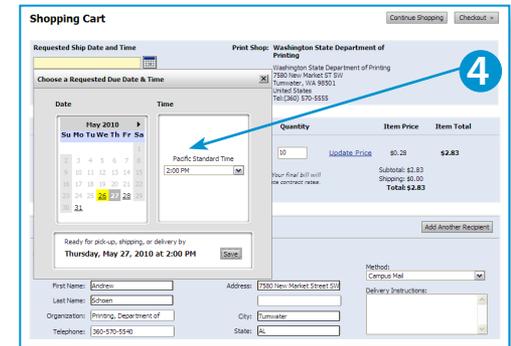
- Go to [myPRINT.wa.gov](http://myPRINT.wa.gov)
- If you don't already have an account, click on the **Register** button. Once you have an account set up, click **Login**.
- Select the Category that best suits your type of job – **Quick Copies**, **Full Service Copies**, or **Books & Manuals**
- Confirm category and click **Begin**.



- Enter in the **Job Name** and enter in the **Quantity**
- In the Add Files section click the **Browse** button
- **Browse** to your desired file on your computer
- Click on the **Upload File** button
- Your files will be listed in the Files Added section; click **Next** button at bottom left when you are finished.



- Select the different options for your print job in the print options section. Review these carefully and click the **Next** button at the bottom of the page.
- Review the digital preview of your document.
- If everything looks correct, select the **I Approve** check box and the **Add to Cart** button.



- Select your **Requested Ship Date**
- Click the **Checkout** button
- Enter a **Purchase Order** or **Requisition Number** (Optional)
- You are now complete; select **Place My Order**.

