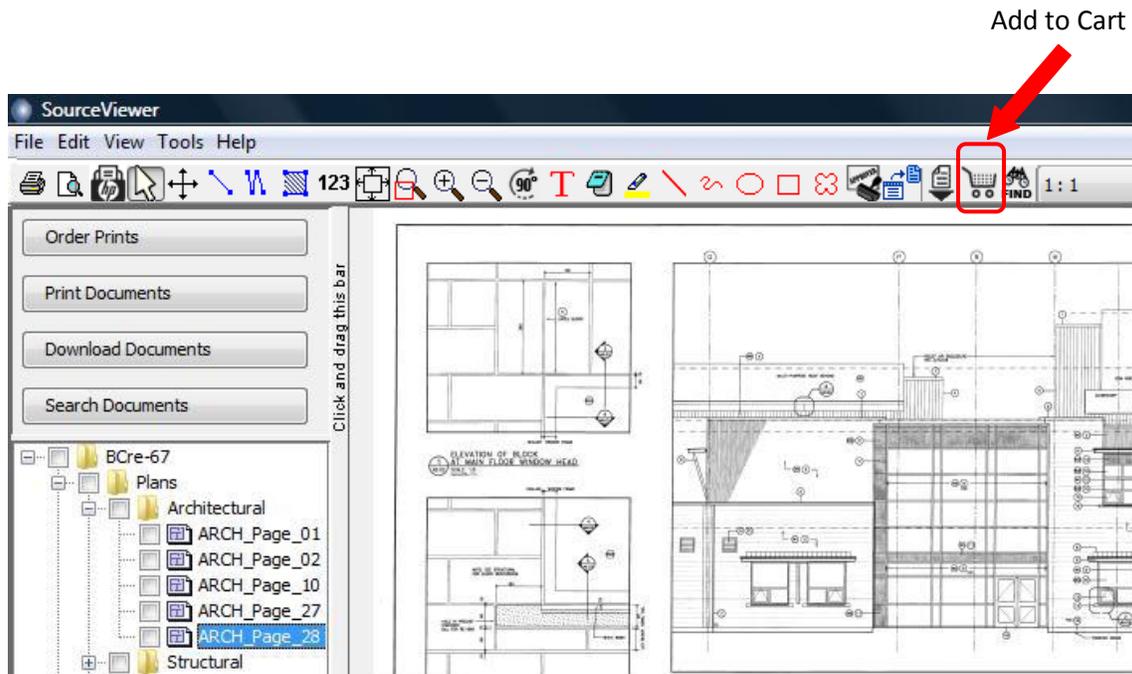


Print Ordering

Do you ever need to have a hard copy of project documents on hand? Using the built in print ordering feature of the SourceViewer allows you to order a copy of some or all project documents directly from a reprographer in your area.



Step 1 – Choose your Documents

- Clicking on the document name in the tree on the left will open it in the viewing window on the right. Go through and decide which documents you would like to order.
 1. Place a checkmark in the box to the left of each document you are going to order.
 2. Clicking on the checkbox again will remove the checkmark.
 3. Placing a checkmark in the box adjacent to a folder will select all the documents and folders contained in that folder.

Step 2 – Complete the Order Form

- Once you have all your documents selected, click on the Shopping Cart icon.
 1. In the new window that opens, make sure that the Billing Information is correct.
 2. Edit the fields where necessary.

Billing Address:	
Order Placed By:	<input type="text" value="Mr. Bidder"/>
Billing Company:	<input type="text" value="Infinite Source Systems Corp."/>
Address Line 1:	<input type="text" value="3630 E 4th Ave"/> *
Address Line 2: (Optional)	<input type="text"/>
City	<input type="text" value="Vancouver"/> *
Province/State	<input type="text" value="BC"/>
Country	<input type="text" value="Canada"/>
Postal/ZIP Code	<input type="text" value="V5M 1M3"/> *
Phone Number	<input type="text" value="(604) 294-6557"/> *
Email Address	<input type="text" value="jsophonoff@infinite-source.ca"/> *
<input type="button" value="Save & Continue"/>	
* = Required Field Cancel This Order	

3. Click Save and Continue to move on to the Shipping Address information

Shipping Address:

Is shipping address the same as the billing address? Yes No

[Cancel This Order](#)

4. Choose Yes to send the documents to the Billing Address.
5. Choose No and click Enter Shipping Address to send the documents elsewhere.

Shipping Address:

Company:

Address Line 1: *

Address Line 2: (Optional)

City *

Province/State *

Country *

Postal/ZIP Code *

Phone Number ()

* = Required Field

6. After the Shipping Address has been determined, click Save and Continue to view the Printing Options form.
7. First Select the Province/State and City you would like your documents printed in, then select from the list of Printers for that area.
8. Determine how many sets and at what page size for drawings and determine your preferred paper colour if applicable.
9. Continue through the Binding Options for text and large format documents.
10. Choose the method of delivery. If you choose 'My Shipper' ensure you enter all applicable information about the shipper including your account number.
11. Add any Special Instructions or PO/Reference # if applicable, this information is not mandatory.
12. Click Save and Continue to review and confirm your order.

Select Printer:			
Province/State:	City:	Printer:	Your order will be printed at:
<input type="text" value="British Columbia"/>	<input type="text" value="Vancouver"/>	<input type="text" value="Resolution Reprographics Vancouver"/>	Resolution Reprographics Vancouver British Columbia, Vancouver, V6Z 2A9, Canada, ph: (604) 688-7650 fax: (604) 688-8754 email: plots@resrep.com
Page Size:			
You have selected 0 drawing(s), and 10 text document(s).			
Select Page Size for Drawings:			
	Description	# of Sets	
	Full_Size	<input type="text" value="1"/>	
	Reduced to Half_Size	<input type="text" value="0"/>	
	Reduced to 11" x 17"	<input type="text" value="1"/>	
(Selected documents will be printed either in full size or any other available size you have selected above. * You have to specify at least one set.)			
Check to include all shared annotations in documents: <input checked="" type="checkbox"/>			
Select paper colour: Specs: <input type="text" value="Green"/>			
Leave 'White' if you do not want to print on colour paper. If required, provide additional instructions in note's field below. Additional charges may apply for colour paper.			
Binding:			
Select Binding For Text Documents: <input type="text" value="Loose"/>			
Shipping:			
Select Shipping Method:		<input type="text" value="Pick-Up"/>	<input type="button" value="Save Shipping Profile"/>
Who should we contact when order is ready for pickup (name & phone):		<input type="text"/>	
Shipper Name (if "my shipper" is selected):		<input type="text"/>	
Enter Your Account Number For Selected Shipper:		<input type="text"/>	
Enter Special Shipping Instructions:		<input type="text"/>	
Notes and Reference Number:			
Enter Your P.O. Or Reference #:		<input type="text"/>	
Provide Any Special Instructions For The Order Here:		<input type="text"/>	
Notes to be placed on transmittals:		<input type="text"/>	
<input type="button" value="Save & Continue"/>			
Cancel This Order			

13. Review your order information and if everything is correct, click Continue to Payment
14. You will be asked to complete an eCommerce Credit Card transaction to pay for your document purchase.

Order:				
Sets	Items	Pages	Price Per Item	Price
1	5	5	5 @ \$1.80 per page (E = 36 x 48)	\$9.00
1	5	17	17 @ \$0.15 per page (A = 8.5 x 11)	\$2.55
1	5	5	5 @ \$0.45 per page (EH = 18 x 24)	\$2.25
1	5	17	17 @ \$0.15 per page (A = 8.5 x 11)	\$2.55
2	1	1	text binding Loose @ \$0.00	\$0.00
1	1	1	Premium Charge @ \$6.54	\$6.54

Sub Total: \$22.89

If the documents you have selected are in colour and you would like to order them as black and white prints check here and we will contact you with the revised price.

PST: \$1.60
GST: \$1.14

(Note: This Order Total does not include Shipping or other surcharges, if applicable.) Total: \$25.63

Print Options:

Binding For Drawings: Staple
Binding For Text Documents: Loose
Shipping Option: Pick-Up
Contact for pickup: Joelle 604-294-6557
Selected Printer: Resolution Reprographics Vancouver #100-1045 Howe St Vancouver, British Columbia, Canada
Special Order - Color Paper for Specs: Green
Include all shared annotations in documents

Billing Address:

Order Placed By: Mr. Bidder From Infinite Source Systems Corp.
Infinite Source Systems Corp.
3630 E 4th Ave
Vancouver, BC, Canada V5M 1M3
(604) 294-6557
jsophonoff@infinitesource.ca

Shipping Address:

Infinite Source Systems Corp.
3630 E 4th Ave
Vancouver, BC, V5M 1M3
(604) 294-6557

[Cancel This Order](#)

15. At any point along the way, you may click the Cancel This Order button at the bottom of the page to delete your order and return to the Project Information.

16. If you close the order window without cancelling it, a copy will be saved in your Shopping Cart and you can access it from the cart icon your Main Page.

PlanSource
Main Help Log Off

Welcome PlanSource User!

My Projects

Authorized:
 BCre-67 -JS Training Project

Links

[PlanSource Tips and Techniques](#)

Account Status

Subscription Level: Public
Last Login: 2010-Apr-01 10:23:35
Hours Logged: 0.51
Company Expires: 2015-Nov-11
Your Access Expires at: 2012-Jan-31

Register For Project

Type the Project Key from your Invitation into the box below and click Submit.

Key:

Manage My Account

[Change Email Address](#)
[Change Preferences](#)
[Change Password](#)
[Change Contact Information](#)
[Edit My Trade Divisions](#)
[User Agreement and Privacy Policy](#)

Items in your shopping cart