

Print Shop Online Submission Guidelines

- Please limit orders to 10 due on the same day.
- The minimum amount of impressions to submit to the Print Shop is 25 per item in the order. Items with less than 25 **IMPRESSIONS** (an impression is defined as a side of a page that contains toner.) will be rejected.
- Always select what type of paper stock you require for your order.
- Your file's image size should already be scaled to match your paper size before uploading to your cart.

UPDATE - We have a new scaling feature in the print options section you can use when placing your order that will scale your PDF to the size of your paper selection.

- Always select what type of finishing you require for your order.
- All files that need to be printed together should be combined before placing your order.
- Please only submit pages that need to be printed. [How-To](#)
- If your original file is not a PDF please use the FISD Printshop print driver to submit your order.
- Every order must be print ready. The Print Shop will not make adjustments to correct your order or do any hand assembly. How you submit your file is how you will receive it.
- Verify your shipping and billing information is correct. Keeping this information up to date is the user's responsibility. [How-To](#)
- All class set orders must be done by using a distribution list. [How-To](#)
- Every order has at least a 5-school day turnaround. In most cases, our center is ahead of schedule.