Go to the Warwick Print home page: https://warwick.ac.uk/services/warwickprint and click on the DOPS link or go directly to: https://warwickprint.warwick.ac.uk/DSF/companies/Home/storefront.aspx
Login using your IT login details
Click on a category (for instance “Business Cards”) either by clicking on the link in the left-hand navigation or by clicking on the tile in the main page content.
Select the product you require (for instance “Business Cards single sided”)
If there are different options (e.g. different colour versions or different departmental details) choose your preference from the drop-down menu (for instance “Blue”)
To buy or personalise the product, press the “Buy Now” button
Fill in person’s contact details

You are able to change the prefilled post code. When entering your phone number please do not delete the prefilled section or enter a 0, the system already has the zero, likewise do not enter any spaces, the system will work out the spacing for you. The same applies for mobile number and fax.

Additional information field can be used to enter an additional line of information such as website address, social media tag etc.
Click “Update Preview”

- Change the quantity if needed
- Check the price
- Go back to “Personalisation” to make any amends
- Save this job
You can send a PDF version of these proof to another colleague to check by selecting “pdf proof” in the top right corner.
You will need to tick whether you are happy to proceed with your order, please note it is your responsibility that the details are all correct.
Add this job to shopping cart and check out
Change the due date if required
You can also amend the quantity here, the price will amend accordingly
Check the delivery date and amend if necessary
Select a delivery address & shipping options

**SHIPPMENT 1**
Please select a shipment type.
- [ ] Internal Delivery

**ADDRESS**
Add from Address Book

- *First Name:*
  - Jamie
- *Last Name:*
  - Ward

- Address Line 1: 
- Address Line 2: 
- City: 

**Products**
- Blue - Business Card Double Sided
  - Item Name: Blue - Business Card Double Sided
  - Qty: 100
  - Unit Price: £0.18
  - Total: £17.50

Subtotal: £15.50
Shipping: £2.00
Total: £17.50

**Select delivery method**
- Internal delivery - to anywhere on campus
- Customer pick up - collect from Warwick Print
- External delivery - outside of campus, please note that this option requires a quote.

You can use the additional information field to enter any special instructions for us.
Proceed to payment
Fill in cost code, the system will verify that you are entering a valid University cost code and will not process your order without one.
Order Number: 2820
Status: User approved
As of 14/02/2017 08:41:16 GMT

Order details:

- Warwick print
- enquires@warwickprint.co.uk
- Warwickprint
- Coventry West Midlands CV4 8SL
- United Kingdom

Order Date: 14/02/2017 08:41:16 GMT
Due Date: 16/02/2017 08:30:00 GMT

Print Shop
- Warwickprint
- enquires@warwickprint.co.uk
- Warwickprint
- Coventry West Midlands CV4 8SL
- United Kingdom

Hours of Operation:
- Mon-Thu: 08:30-17:30
- Fri: 08:30-17:00
- Sat: Closed

Payment Method:
- Accounting Codes

Products:

- Blue - Business Card Double Sided
  - Item Name: Blue - Business Card Double Sided
  - Qty: 100
  - Unit Price: £15.50
  - Total: £15.50

- Shipping:
  - £2.00
  - £17.50

Thank you for your order!
If you choose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Check order summary
You will receive an order confirmation