

**How-To use Print Services Online Ordering System**

1. Print Services at Texas A&M University – Corpus Christi is excited to launch our new online ordering system for print services in an effort to streamline the entire print ordering process and to increase efficiencies for all parties.
2. To begin, visit <http://printservices.tamucc.edu>



1. If this is your first time using the online ordering system, you will be able to log-in using Single Sign-On (SSO) capabilities. You will just need to log-in with SSO each time you visit the site.



1. To create your own university business cards, departmental envelopes, and letterheads (as well as to order boxes of copy paper) – click “Place an Order” and select your desired project.
	1. First, select the desired quantity you want to order. Then enter where you would like your order delivered. Next, enter your departmental account number for billing purposes. If you have any additional instructions, please enter them in the “Notes” section.
	2. From here, you will be able to enter all applicable information and see a live proof of your project instantly. Simply click “View PDF Proof” on the right-hand side to review. Once you have verified that all information is correct, click the “Add to Cart” button.
	3. Click “Check Out” and follow the instructions. After this, your order will automatically be sent to Print Services to begin production. You will also receive a confirmation e-mail of your order.



1. For all other custom orders, please click “Request Estimate” and fill out the form. Here you will be able to enter all information for your order like paper type, size, quantity, finishing options, etc. You will also be able to attach your print files for review and production. Once your order is submitted to Print Services, you will receive a custom estimate of the cost of your order as well as any additional relevant information.
2. For additional information or questions, you may e-mail us directly at Print.Services@tamucc.edu or give us a call at 361-825-2694.