Navigate to uwdoitprintingstore.org to place an order. If this is your first order, please set up an account; otherwise log in per usual.

When asked to fill out the form, be sure to select DoIT Digital Publishing & Printing Services as the location/division.

Once your account is created, log in by using the above link.
To request a project estimate, you will need to email your request to 
printing@doit.wisc.edu. Be sure to include the following information:

Project name  
Quantity  
Size  
Number of sides  
Number of pages  
Bleeds  
Paper  
Color  
Folds, stitching, etc.

An example of this type of email is as follows:

Project name:     UW Colleges Financial Aid Brochure  
Quantity:          10,000  
Size:             8.5”x11”  
# of sides:        2 sides  
# of pages:        1 page  
Bleeds?:           Full-bleed  
Paper:            80# Text White  
Color:            Full-color  
Folds, stitching, etc.  
Tri-fold

You will receive your estimate within the week and will also be supplied an 
estimate number. Keep this number in your records when you are ready to 
submit your order.
Upon logging in, select a product category that aligns best with the project that needs to be printed.

Often times there will be more than one option. Simply select the option that best matches the project.

Note: A standard size tri-fold brochure (3-panel) is being used for the purpose of this tutorial.
Enter the details and specifications of your project order by answering the questions on the right of the page.

An example of how this information might be filled out is shown below.

If unsure of any project details, contact the DoIT Printing Office at printing@doit.wisc.edu.

Note: When naming the project, always include the organization, what the project is and the date.

Note: If you previously requested a proof, you would enter your estimate number under Special Instructions.

Once complete, Add to Cart.
After an order is placed, an order confirmation will appear. From there, choose to check out and end the order or create another project, following the same process.

Enter all relevant information and Proceed.

Note: If shipping to one or more addresses, add these addresses and quantities to the Special Shipping Instruction box.

It is recommended to also include a Word or Excel file of the shipping addresses.
Another confirmation page will be shown, verifying campus-specific billing and shipping information. Submit the order if everything looks good!

A final confirmation page will appear with an order number. The number will also be emailed to you.

Keep in mind that your project can take up to 4 weeks to process from start to finish, depending on the size of the job.

A vendor proof along with a job number will be sent to your email or physical address, depending on your previously-chosen preference.

Your job will not print until the proof has been approved.

Upon approval, your job will go to press; you can expect it’s completion within 1-2 weeks.