



December 17, 2011

Dear Print Services Customers,

We are pleased to announce the launch of our new Web-to-print service. Our new Web-to-print service offers the following features to build, track, expedite and store print orders:

- Creates online job ticket and calculates job cost
- Converts native files to PDF job stream during submission process
- Requires online approval of job proof before print production is initiated
- Provides email confirmation of successful job submission
- Allows for online monitoring of print job status
- Stores recurring print jobs in 'My Jobs'

Prices have been adjusted to reflect current material and labor costs. Each job ticket calculates an estimate of total job cost, putting you in control of how you spend your print budget. For example, select a less expensive paper to lower the unit cost of a particular print job. Or, select the duplex option to reduce paper consumption and total job cost.

Print Services is converting to a PDF workflow with our Web-to-print service. Our Staff will focus on print production instead of print design. In turn we will be able to expedite print orders and improve turnaround time for College business print orders and for personal print orders from Carleton faculty, staff, students, and members of the local community.

We thank you for your past print business and hope that you will enjoy the benefits of our new Web-to-print service. If you have questions or concerns, do not hesitate to contact us.

Sincerely,

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