

Print Services

- [Print Services Home](#)
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- [Order Paper](#)
- [Office/Lab Copying](#)
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Order Paper for Office MFPs and Printers.
Telephone and email orders will **not** be filled.

Paper and toner for office machines also can be picked up in Print Services in Leighton 128, x4186.

Printing Disclaimer: Carleton College Print Services is open to producing print jobs submitted by students, staff and faculty on campus, and individuals or organizations outside of our campus community. We reserve the right to deny the reproduction of any submission at any time. In the event we cannot accept a print job, we will refer customers to local print shops.

Welcome to Print Services

Our primary goal is to provide professional and economical print services to support Carleton's mission.

We also provide print services at competitive rates for individuals and organizations with Personal accounts.

Prices reflect current material and labor costs. View prices in Related Documents box to the right.

Our new Web-to-print software offers online ordering and tracking

- Creates job ticket online and provides an estimate of 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

College business submissions - Review [how-to video](#)

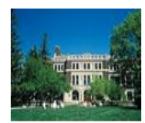
College business submissions are payable through the monthly department charge back process. To establish a College account you will need the 14 digit GL budget number you are authorized to charge to.

- **Standard print submission** -- black and white or color printing on standard paper sizes

Related Documents

[Letter to our customers](#) (117 KB PDF Document)
19 December 2011
Introducing our new Web-to-print service

[Prices](#) (243 KB PDF Document)
19 December 2011
Prices eff. 12/19/2011



[Leighton Hall](#)

Your Carleton log-in credentials are required when you click on the Carleton standard print link.



Authentication Required

Enter username and password for https://printservices.carleton.edu

User Name:

Password:

OK Cancel

CopyNet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

carleton.edu

CopyNet

Carleton College
PRINT SERVICES

If you are authorized to charge printing to your College budget(s), register at <https://printservices.carleton.edu/sharp>.

Once registered, maintain your account details in the 'My Account' tab.

It looks like you are a new CopyNet user please fill-out this one-time user profile form.

Enter the 14 digit GL (General Ledger) budget number you are authorized to charge printing to. Check with your Supervisor if you do not know your 14 digit GL budget number.

GL# *

(XX-XXXX-XXXX-5311):

First Name: *

Last Name: *

Email: *

Company Name:

Address:

City:

State: Zip:

Phone:

Taxable: No ▾

Tax Certificate:

Tax Rate:

Carleton business printing is tax exempt. Select **NO** in Taxable field. Leave Tax Certificate blank. Leave Tax rate 6.875.

Please note * marked fields are required.