

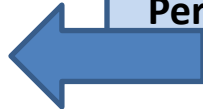
### Document Services

Email:

Password:

Login

Returning customers with Personal accounts log in here.



[Forgot Password](#)

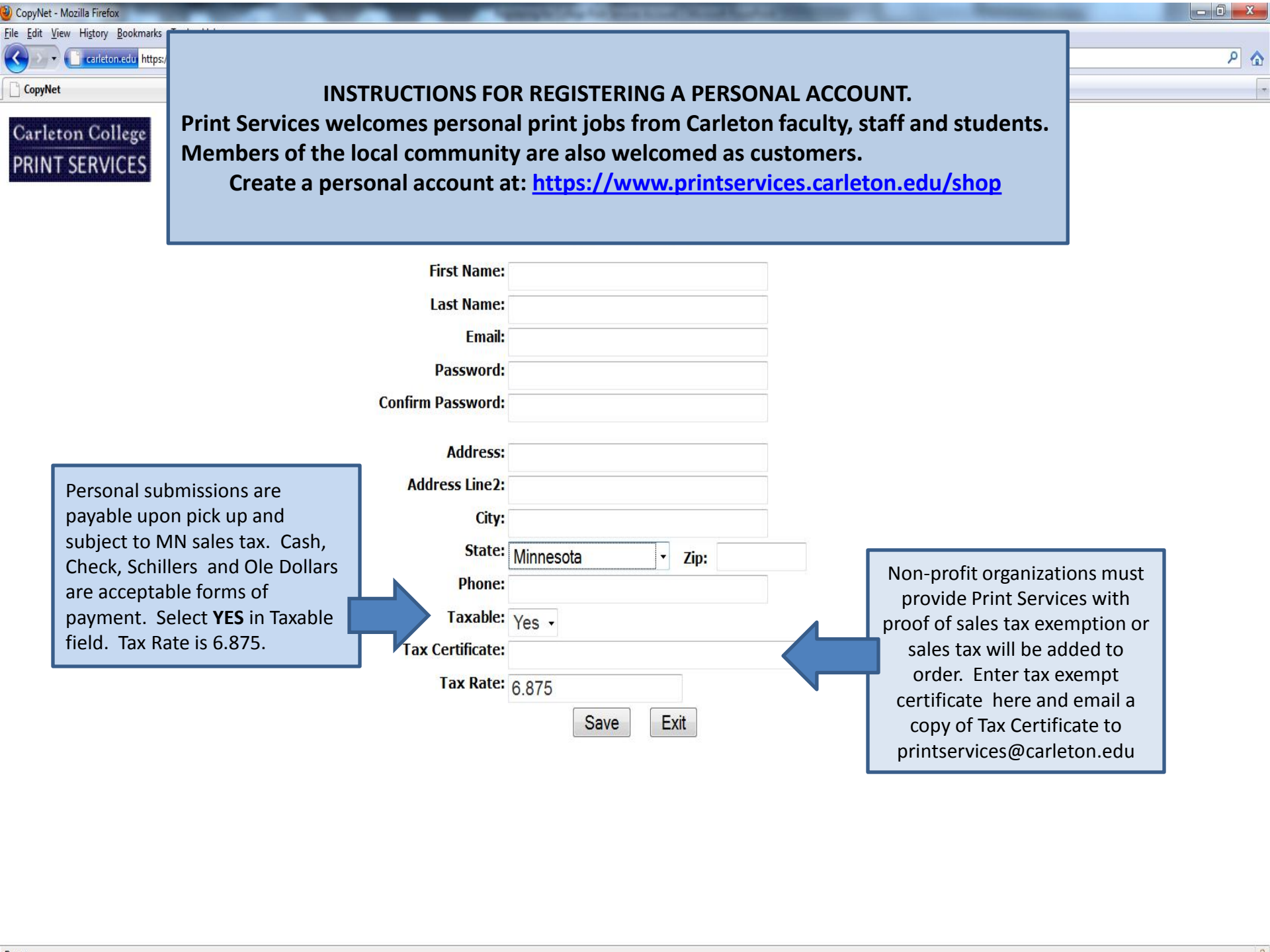
Click on this link to register for a Non-College Business/Personal account. It's fast and FREE.

New customers can create a Personal account here.



[Create New Account](#)

<https://printservices.carleton.edu/shop>



## INSTRUCTIONS FOR REGISTERING A PERSONAL ACCOUNT.

Print Services welcomes personal print jobs from Carleton faculty, staff and students. Members of the local community are also welcomed as customers.

Create a personal account at: <https://www.printservices.carleton.edu/shop>

First Name:

Last Name:

Email:

Password:

Confirm Password:

Address:

Address Line2:

City:

State:  Zip:

Phone:

Taxable:

Tax Certificate:

Tax Rate:

Save

Exit

Personal submissions are payable upon pick up and subject to MN sales tax. Cash, Check, Schillers and Ole Dollars are acceptable forms of payment. Select **YES** in Taxable field. Tax Rate is 6.875.

Non-profit organizations must provide Print Services with proof of sales tax exemption or sales tax will be added to order. Enter tax exempt certificate here and email a copy of Tax Certificate to [printservices@carleton.edu](mailto:printservices@carleton.edu)