




SEND FOR PRINT & PLOT - User Guide

1 - Print & Plot Form


 Send Print / Plot to us


Send print / plot to us

Customer Info

| | |
|----------------------|-----------------------|
| Contact Person * | Contact Number * |
| <input type="text"/> | <input type="text"/> |
| Email Address * | Company Name |
| <input type="text"/> | <input type="text"/> |
| Billing Address * | Billing Postal Code * |
| <input type="text"/> | <input type="text"/> |
| Delivery Address | Delivery Postal Code |
| <input type="text"/> | <input type="text"/> |

Print & Plot Information

| | |
|---|---|
| Branch * | Upload Your File * |
| <input type="text" value="Select Branch"/> |  |
| No. of Sets * | Delivery/ Self-Collect |
| <input type="text"/> | <input type="text" value="Delivery"/> |
| Date Required : (dd-MM-yyyy) | Time Required |
| <input type="text"/> | <input type="text"/> |
| Printing Size | B/W or Colour |
| <input type="text" value="Follow Original Size"/> | <input type="text" value="Follow Original"/> |
| Binding (Drawings) | Binding (Documents) |
| <input type="text" value="Select One (if applicable)"/> | <input type="text" value="Select One (if applicable)"/> |
| Special Instructions | Request a Phone Call from us <input type="checkbox"/> |
| <input type="text"/> | |



2 - Enter Personal Information



Send Print / Plot to us

Send print / plot to us

Customer Info :

Contact Person *

Contact Number *

Email Address *

Company Name

Billing Address *

Billing Postal Code *

Delivery Address

Delivery Postal Code

Note: Please enter your information to prevent any delays in us processing your order.

3 – Branch and File Upload

Select the Branch you would like to send your file

Print & Plot Information

Branch *

Select Branch

Select Branch

Sin Ming Road Amtech Building
26 Boon Lay Way Tradehub 21

No. of Sets *

Delivery/ Self-Collect

Delivery

Date Required : (dd-MM-yyyy)

Time Required

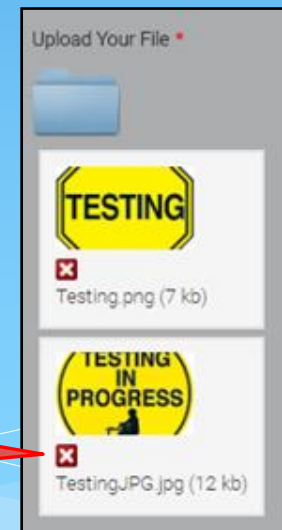
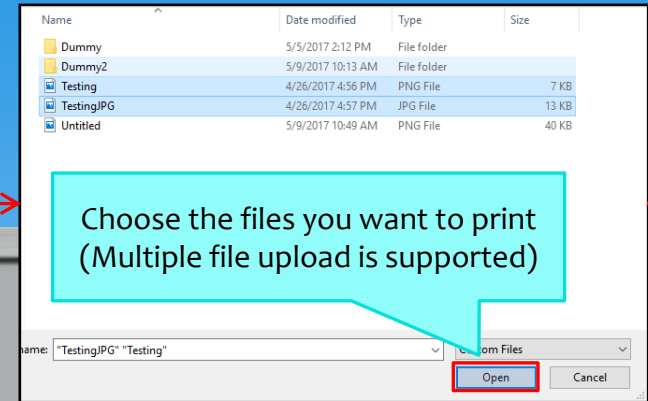
Upload Your File *

1

Click here for file upload

2

Choose the files you want to print
(Multiple file upload is supported)



To cancel uploaded file, click 

4 – Printing Properties

Enter the number of copies you would like to print (e.g. 1,2,3..)

No. of Sets *

Delivery/ Self-Collect

Delivery

Select the type of Delivery you prefer

Enter date you need the printing by

Date Required : (dd-MM-yyyy)

Time Required

Enter the time you need the printing by

Printing Size

Follow Original Size

B/W or Colour

Follow Original

Binding (Drawings)

Select One (If applicable)

Binding (Documents)

Select One (If applicable)

Select the size you require the file to be printed in (e.g. A0-A4)
Alternatively, you can give special instructions

Printing Size

Follow Original Size

Follow Original Size

A0

A1

A2

A3

A4

See Further Instructions

Select if the item is to be printed in B/W, Color or Original.

B/W or Colour

Follow Original

Follow Original

B/W

Colour

5 – Printing Properties

Select the type of binding
(For Drawings)

Select the type of binding
(For Documents)

Binding (Drawings)

Select One (If applicable) ▼

Select One (If applicable)

Staple

Fold

No Binding (Loose)

Tape Binding

See Further Instructions

Binding (Drawings)

Select One (If applicable) ▼

Select One (If applicable)

Staple

Fold

No Binding (Loose)

Tape Binding

See Further Instructions

Binding (Drawings)

Select One (If applicable) ▼

Binding (Documents)

Select One (If applicable) ▼

Special Instructions

Request a Phone Call from us

If you require a phone call from us, please tick this option

- 1. Dummy 1.pdf
Printing Size: A4
Color: B/W
Binding: Metal Fastener
- 2. Dummy 2.pdf
Printing Size: A3
Color: Follow Original
Binding: No Binding
- 3. Dummy 3.pdf
Printing Size: A4
Color: Follow Original
Binding: Metal Fastener

In the event whereby you have multiple files of different instructions to be printed, here are two solutions:

1. Upload and submit the files individually,
2. Upload the files together and specify using “Special Instructions textbox” (Refer to example)

Enter Captcha code!

SUBMIT