



How to order printing services. Go to www.adams12.org and select “Community” from the navigation bar at the top of the page. Select “Services” then “Print Studio” from the sub menu. You will need to create an account. See the instructions below to create an account and to order.

Create an account on our ordering system, WebCRD.

Select New User Registration

Enter the information on the New User Registration form. Be sure to include your email and phone number(s) so we can contact you if there are questions about your order

In the Budget Code field type in the word INVOICE.

Select “Register”

The next page will provide your new user id. An email with log in instructions will be sent to the email address you provided.

If you want to convert your MSWord or Excel files to .pdf download SurePDF located on the left side of the login page. *Note that Excel files will not retain their formulas.*

Each time you log on be sure to change domain to Local Account. Upload your .pdf file(s) or send a hard copy to the Print Studio

Fill out the order information and select your print options. The default is black print on white paper, double sided.

Make a note of your order number (located in the upper right corner of the screen). You will see an estimate for your print job on the upper right corner. Note that additional fees for labor, lamination, cutting, stapling will be calculated after job completion.



New User Registration
Please enter your contact information. Fields with a * are required.

<p>Address</p> <p>First name *</p> <p>Last name *</p> <p>Job title</p> <p>Location *</p> <p>Company *</p> <p>Department</p> <p>Street 1 *</p> <p>Street 2</p> <p>Street 3</p> <p>City *</p> <p>State Colorado</p> <p>Zip *</p> <p>Country United States</p>	<p>Phone / Email</p> <p>Email *</p> <p>Re-enter Email *</p> <p>Work # *</p> <p>Mobile #</p> <p>Fax #</p> <p>Home #</p> <p>URL</p> <p>Account Codes</p> <p>Budget Code * INVOICE</p> <p>Credit Card (Currently Not Available):</p> <p>Must Indicate Copyright Compliance *</p>
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Your Registration is Confirmed

Thank you for registering with Adams 12 WebCRD.
Your new User ID is: **New ID**
An email containing login instructions will be sent to the email address you registered with.



Need an estimate first? Call us at 720-972-4198, M-F, 7 AM – 4 PM