

The Graphics Center Online Ordering Guide:
**Pads and
Carbonless (NCR) Forms**

If you need additional assistance or have unanswered questions,
please reach out to us at gcenter@nsd.org or (425) 408-7830



Strengthening Our Community Through Excellence in Education

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Welcome to the Graphics Center Online Ordering System

Search for Items

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FORMS, AND ENVELOPES](#)

Need Help?

The professionals at the Graphics Center are ready to assist you!

For general questions:
gcenter@nsd.org
or call (425) 408-7830

For graphic design:
Cindy Tidball
ctidball@nsd.org

For mailing assistance:
Monica Josephson
mjosephson@nsd.org

Log-in at graphics.nsd.org
and go to the
Ordering Home Page

Click on this link to
begin your order.
Have your artwork file
ready to upload. If you
need help setting up
artwork, please email
gcenter@nsd.org.

*If you would like to order a
pad with 2-sided pages, or
need a special order NCR
paper, please email
gcenter@nsd.org.*

Select Items


Add items to your cart by entering quantities and clicking **Add to Cart**.
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

Item Search

Search Clear

Search

Show Advanced Search Criteria



8.5x11 Carbonless (NCR) 2-part
Pricing is for a full-page form.
To special order specific colors, please email gcenter@nsd.org for a specific request and get a quote.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**



8.5x11 Carbonless (NCR) 4-part (White/Yellow/Pink/Gold)

Pricing is for a full-page form. If your item has multiple up on a page, please indicate that in special instructions.

To special order specific NCR colors, please email gcenter@nsd.org for a specific request and get a quote.

Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Configure



8.5x11 Carbonless (NCR) 3-part
Pricing is for a full-page form.
To special order specific colors, please email gcenter@nsd.org for a specific request and get a quote.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**




8.5x14 Carbonless (NCR) 3-part (White/Yellow/Pink)

Pricing is for a full-page form. If your item has multiple up on a page, please indicate that in special instructions.


To special order specific NCR colors, please email gcenter@nsd.org for a specific request and get a quote.

Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Configure



8.5x11 Carbonless (NCR) 4-part
Pricing is for a full-page form.
To special order specific colors, please email gcenter@nsd.org for a specific request and get a quote.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**



8.5x14 Carbonless (NCR) 3-part
Pricing is for a full-page form.
To special order specific colors, please email gcenter@nsd.org for a specific request and get a quote.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Pads (100 sheets) - Landscape Artwork


Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions.

Make a paper choice after item is added to cart by selecting Preview/Change Print Options.

Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for assistance.

Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Configure



Pads (100 sheets) - Landscape
Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions.
Make a paper choice after item is added to cart by selecting Preview/Change Print Options.
Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for assistance.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**



Pads (100 sheets) - Portrait Artwork
Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions.
Make a paper choice after item is added to cart by selecting Preview/Change Print Options.
Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for assistance.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Pads (100 sheets) - Portrait Artwork

Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions.

Make a paper choice after item is added to cart by selecting Preview/Change Print Options.

Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for assistance.

Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Configure



Pads (150 sheets) - Landscape
Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions.
Make a paper choice after item is added to cart by selecting Preview/Change Print Options.
Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for assistance.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**



Pads (150 sheets) - Portrait Artwork
Pricing assumes 4 pads per 8.5 x 11 page. If your file is set-up differently, please indicate in special instructions.
Make a paper choice after item is added to cart by selecting Preview/Change Print Options.
Only single page files will process correctly. For files with multiple pages, please email file to gcenter@nsd.org for assistance.
Located in **NCR - Pads / Carbonless (NCR) Forms and Pads**

Configure

Carbonless (NCR) and Pad Main Page

Carefully look over the options, and select the one that works with your artwork. Click the "Configure" button next to that option to continue.

If you do not see what you are looking for, please contact the Graphics Center at gcenter@nsd.org.

Set User Data Fields

Checkout Cancel

Data Fields

Form:

All-Purpose Pass.pdf

Drop .jpg, .png, .gif, .svg, or .pdf files here.



On the cart page, please choose the quantity of sets of finished pads that you would like to order. (For example, if your file has 4 pads per page, a quantity of 1 = 4 finished pads.) Please also indicate the total number of finished pads in Additional Instructions. Drop down will read - I understand the ordering instructions:

I Understand the Ordering Instr

All-Purpose Pass

Student's Name _____ Depart Time _____
 Date _____ Room No. _____ Return Time _____
 Time Preferred _____ By _____
 Teacher's Signature _____

REFER TO:

- Principal
- Vice Principal
- Counselor
- Attendance Office
- Main Office
- Health Room
- Class
- Library
- Other (Specify) _____

ATTENDANCE OFFICE:

- Late Arrival
- Early Dismissal @ _____
- Admit to Class
- Admit **Today Only**
- _____ Date(s) tardy
- _____ Date(s) absent

All-Purpose Pass

Student's Name _____ Depart Time _____
 Date _____ Room No. _____ Return Time _____
 Time Preferred _____ By _____
 Teacher's Signature _____

REFER TO:

- Principal
- Vice Principal
- Counselor
- Attendance Office
- Main Office
- Health Room
- Class
- Library
- Other (Specify) _____

ATTENDANCE OFFICE:

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- Early Dismissal @ _____
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All-Purpose Pass

Student's Name _____ Depart Time _____
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 Teacher's Signature _____

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- Counselor
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- Main Office
- Health Room
- Class
- Library
- Other (Specify) _____

ATTENDANCE OFFICE:

- Late Arrival
- Early Dismissal @ _____
- Admit to Class
- Admit **Today Only**
- _____ Date(s) tardy
- _____ Date(s) absent

All-Purpose Pass

Student's Name _____ Depart Time _____
 Date _____ Room No. _____ Return Time _____
 Time Preferred _____ By _____
 Teacher's Signature _____

REFER TO:

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- Other (Specify) _____

ATTENDANCE OFFICE:

- Late Arrival
- Early Dismissal @ _____
- Admit to Class
- Admit **Today Only**
- _____ Date(s) tardy
- _____ Date(s) absent

Carbonless (NCR) and Pad Configure Page

Drag and drop your artwork over the upload icon. A preview of your form or pad will appear in the window.

Carefully read the ordering instruction, then indicate that you understand by selecting from the drop down menu.

To continue, select **Checkout**.



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1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 3606

Order name WebCRD User Guide

Order Estimate **\$6.000**

Item 1



[Replace File](#)

[Add Another Print Request to Cart](#)



Pads (100 sheets) - Landscape Artwork
100 Pages

Unit Price **\$6.000**

Quantity

Review your job before placing an order:

[Print Preview / Change Print Options](#)

Print **B/W, 1-Sided, 8.5 x 11 White Bond (Standard Copier Paper), Scale Down Only**

Additional Finishing Options **Cutting/Trimming (please specify Final Size in Special Instruction), Padding**

[Enter special instructions for this item. Please include any file changes needed here.](#)

My file requires changes before printing, or will be mailed by the Mail Center. (Please explain in Special Instructions.)

Cart Page

Enter your quantity.

Please remember the ordering instruction: order the quantity of sets of finished pads that you would like to order. (For example, if your file has 4 pads per page, a quantity of 1 = 4 finished pads.)

Select your print options under Print Preview/Change Print Options.

The cut and pad settings are already chosen for you. Click here to select your paper option (default is white bond).

Special Instructions:

Please indicate the number of finished pads you would like to receive. Include any other instructions for your job here.

Scroll down to select shipping options and place your order!

Thank you!

If you need additional assistance or have unanswered questions, please reach out to us at gcenter@nsd.org or (425) 408-7830