



# HOW TO ORDER SADDLE-STITCHED UPLOADS Uploading Saddle-Stitched Orders

Sign in using your private login details supplied by Optima Press.

ACCENTION OF THE PARTY OF THE P
Already a member?
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Choose North Metro TAFE - Saddle-Stitched Uploads button





Choose document type (Colour or Black & White)

2 products	
North Metropotica De	North Managodina na bri
Marganica	Bringentes
Saddie Stitched	Baddle Stitched
Saddle Stitched Upload Colour A4 Size	Saddle Stitched Upload Black/White A4
Document Files	Size Document Files
Delivery Included on Online Orders (Maximum	Delivery Included on Online Orders (Maximum
Pages for Saddle Stitching is 68)	Pages for Saddle Stitching is 68)

Hover over document builder page icon to reveal plus symbol (+) and click to upload files

Saddle Stitched Up	oad Colour A4 Size Document Files	
Document Builder	Finalize Total Price: \$0.15	
	Saddle Stitched Up Colour A4 Size Doc Files properties	
+	Date Required *	
	Maximum 68 Page Please do not exceed	
	Paper Type * 80gsm Bond Paper	
	Binding Type * Saddle Stitch, No Pu	$\leq$
	Lamination * No Lamination	
	Show Properties	

Browse your computer and select files to upload (more than one file can be uploaded)

Saddle	Stitched Upload Colour A4 Size	e Document Files
Document Builder	Finalize	Total Price: \$0.15
Upload Document		Saddle Stitched Upload Colour A4 Size Document Files properties
Local File		Date Required *
	Add File Click on Browse to select a file to use in your print job. Supported files: *,pdf, *,ppt, *,ptx, *,doc, *,docx	Maximum 68 Page Please do not exceed
	Printable paper size: A4 (210 x 297 mm)	Paper Type * 80gsm Bond Paper
	Browse	Binding Type * Saddle Stitch, No Pu
		// Lamination * No Lamination
-	+ Show Properties	

Review and set your page order as desired (drag and drop in sequence desired)



Please Note: The maximum number of pages for saddle-stitched is 68 pages

Document Builder	Finalize	Total Price: \$0.15
The no. of pages in the uploaded file exceeds the maximum pages allowe	d (68).	Saddle Stitch Colour A4 Siz Files propert
G.		Date Required *
		Maximum 68 Page. Please do not exce
		Paper Type * 80gsm Bond Paper
		Binding Type * Saddle Stitch, No P
		Lamination * No Lamination
	Show Properties	

Select date required (Standard Turnaround - 2 Days | Urgent Turnaround - 24 Hours)

	d Colour A4 Size Document Files Properties - North Metropolitan TAFE ×	Total Price: \$4.95
Print Properties Date Required	Date Required*         Image: Clear           44         February 2023         >>           M         T         W         T         F         S           5         30         31         1         2         3         4         5	Saddle Stitched Upload Colour A4 Size Documen Files properties
Maximum 68 Pages for Saddle Stitching	5     30     31     1     2     3     4     5       6     6     7     8     9     10     11     12       7     13     14     15     16     17     18     19       8     20     21     22     23     24     25	Date Required *
0	9 27 28 1 2 3 4 5 10 6 7 8 9 10 11 12	Maximum 68 Page Please do not exceed
🖟 Paper Type		Paper Type * 80gsm Bond Paper
	Cancel	Binding Type * Saddle Stitch, No Pu
		Lamination *
North Metro	North Metro         North Metro         North Metro           -         +         If Show Properties	<ul> <li>Uploaded Documents</li> </ul>

#### Select PAPER TYPE

int Properties	Paper Type*				Saddle Stitched Upload
Date Required		ond Paper l 80 Bond Paper			<ul> <li>Colour A4 Size Documer</li> <li>Files properties</li> </ul>
Maximum 68 Pages for Saddle					Date Required * 15/02/2023
Stitching					Maximum 68 Page Please do not exceed
					Paper Type * 80gsm Bond Paper
				Cancel OK	Binding Type * Saddle Stitch, No Pu
					Lamination * No Lamination
North Metro	North Metro	North Metro	<ul><li>North Metro</li><li>Show Properties</li></ul>	🔁 North Metro	- Uploaded Documents

# Select Punching and Cover Options

Print Properties	Binding Type*		Saddle Stitched
Date Required			<ul> <li>Colour A4 Size</li> <li>Files properties</li> </ul>
Maximum 68	Saddle Stitch		Date Required *
Pages for Saddle Stitching	Punching*		Maximum 68 Page
娽 Paper Type			Please do not exceed.
Binding Type	2 Hole 3 Hole 4 Hole No Cover and Backing*	Punching	Paper Type * 80gsm Bond Paper
Lamination			Binding Type * Saddle Stitch, No Pu
	200gsm 80gsm Self Backing Cover Cover Sheet.		Lamination * No Lamination
		Cancel	<ul> <li>Uploaded Docu</li> </ul>

### Select LAMINATING

rint Properties	Lamination*	Saddle Stitched Upload
Date Required	No Lamination	<ul> <li>Colour A4 Size Documer</li> <li>Files properties</li> </ul>
Maximum 68 Pages for Saddle Stitching	Matt Enhances contrast with Matt Laminated paper	Date Required * 15/02/2023
Paper Type	Gloss Add shiny look to your page with glowing effect	Maximum 68 Page Please do not exceed
	Cancel	Paper Type * 80gsm Bond Paper
		Binding Type * Saddle Stitch, No Pu
		Lamination *
North Metro	Inorth Metro         Inorth Metro<	<ul> <li>Uploaded Documents</li> </ul>

# Insert Quantity required

		Saddle Stitched Upload Colour A4 Size Document Files
Quantity:	25	Items
Total Quan Total Delive Total Price Recalcu	ry Price: :: late	25 Will be calculated during checkout \$123.75 AUD

Proof and tick check box if correct

Quantity:	25	Items	online.optimapr		mpaignXLIM_3816 sls/ProofResult.aspx?qs	=umFiokOtvE/o0nIHUV	2	
Total Quant Total Deliver Total Price Recalcul	ry Price: : late	25 Will be calculated durin, \$123.75 AUD	≡ PreviewCa	n_ 1 / 7   - 1 1 2				

# Add to Cart and Checkout or Continue Shopping

Shopping Cart						
nopping Cart Items - To Che	ck Out Now					
Select all	Name	Units	Price			
✓ ¥	Saddle Stitched Upload Colour A4 Size Document Files North Metro TAFE General Uploads Odering Instructions Edit	Total: 25 ltems	¥123.75 AUD			
			Subtotal \$123.75 AUD			
			Continue Shopping Checkout			

### Select Delivery Address

Billing Address										
Shipping Address - Nort	th Metropolitan TA	FE [Preview Mode]								×
Select an address and cl	ick 'OK'.									
Search:		Find Clear Search								
Contact Person	Company	Address1	Address2	City	State	Country	Zip	Phone	Fax	AddressReference
C East Perth	North TAFE Metro	140 Royal Street, East Perth	Student Services	Perth	WA	AU	6004	1300 300 822		East Perth
🔿 Balga	North TAFE Metro	18 Loxwood Road, Balga	Library	Perth	WA	AU	6061	1300 300 822		Balga
O Northbridge	North TAFE Metro	30 Aberdeen Street	Library	Perth	WA	AU	6003	1300 300 822		Northbridge
Joondalup (Kendrew Cresent)	North TAFE Metro	35 Kendew Cresent, Joondalup	Library	Perth	WA	AU	6027	1300 300 822		Joondalup
Clarkson	North TAFE Metro	6 Harmony Avenue, Clarkson	Reception	Perth	WA	AU	6030	1300 300 822		Clarkson
Joondalup (McLarty Avenue)	North TAFE Metro	63 McLarty Avenue, Joondalup	Student Services	Perth	WA	AU	6027	1300 300 822		Joondalup
O Midland	North TAFE Metro	Corner of Lloyd Street and Eddie Barron Drive, Midland	Library	Perth	WA	AU	6056	1300 300 822		Midland
Mt Lawley	North TAFE Metro	Corner of Lord and Harold Streets, Mt Lawley	Library	Perth	WA	AU	6050	1300 300 822		Mt Lawley
C Leederville	North TAFE Metro	Corner of Oxford and Richmond Streets, Leederville	Student Services	Perth	WA	AU	6007	1300 300 822		Leederville
Nedlands	North TAFE Metro	Oral Health of WA, 17 Monash Ave, Nedlands	Reception	Perth	WA	AU	6009	1300 300 822		Nedlands

### Select payment method Credit Card

	Chec	kout - Orde	er Summary	
Address Details > Payr	ment & Submission			
	Name		Units	Price
	Upload A4 Size Docume howtouploadordertafe	nt Files	Total: 100 Items	\$200.00 AUD
	Upload A4 Size Docume howtouploadordertafe	nt Files	Total: 1 Item	\$2.00 AUD
		Subtotal: <u>Tax:</u>		\$202.00 AUD \$20.20 AUD
		Total:		\$222.20 AUD
	c	Order Comment		
				6
Select Payment Method				
Credit Card Payment (Via Secular) O Invoice	ure Paypal Platform) Please ch	neck out as a guest.		
When you click Submit Order, you you are redirected from PayPal b	u will be redirected to PayPal t ack to the store.	to complete your pay	ment details. Please do not leave the sit	e or close your browser before

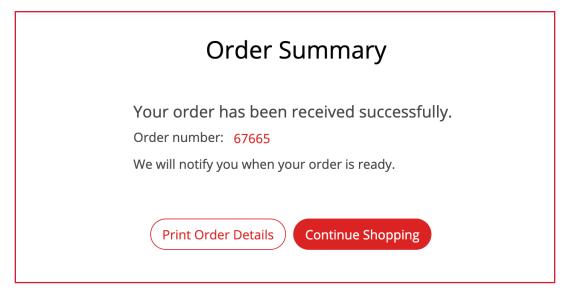
And pay as a guest on PayPal

P \$220.00 AUD
Log in to PayPal Enter your email address to get started.
Email address or mobile number
Forgotten your email address?
Next
or
Pay by Debit or Credit Card
Cancel and return to Optima Press Pty Ltd

Or Pay on Invoice (a link will be sent to pay via credit card on invoice - if required)

	Name	Units	Price
	Upload A4 Size Document Files howtouploadordertafe	Total: 100 Items	\$200.00 AUD
	Upload A4 Size Document Files howtouploadordertafe	Total: 1 Item	\$2.00 AUD
	Subtotal: <u>Tax:</u>		\$202.00 AUD \$20.20 AUD
	Total:		\$222.20 AUD
	Order Com	ment	
Select Payment Method	Secure Paypal Platform) Please check out as	a quest.	

### Checkout Complete

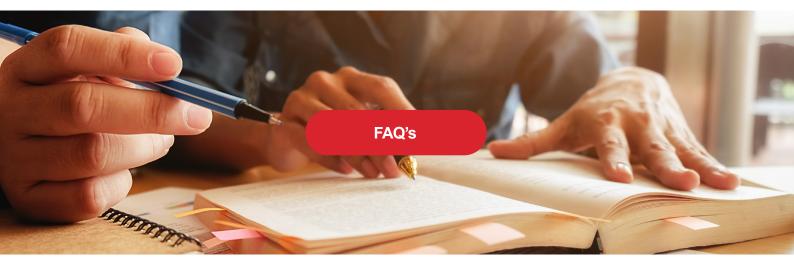




# Cant find what you need?

Contact us directly on (08) 9445 8380 or onlinesupport@optimapress.com.au





# **Frequently Asked Questions : Online Portal**

#### How do I access the portal?

Access will be given by Optima Press with secure login details and a secure link to the portal url. If you need access please email **Fiona.whalley@nmtafe.wa.edu.au**.

#### Who can access the Portal?

Any user can access the portal after login details have been supplied by Optima Press, One email address only per user.

#### How do I order through the portal?

By clicking the url link supplied you will get directed to the online portal and will need to sign in using your secure login details supplied by Optima Press. Once logged in you can browse through all items using category tabs. Choose a category, select product, upload your files, select date required and binding options then select quantity, update price review and approve your proof and checkout.

#### Cant Find what you need?

If you cant find a particular option for your print requirements contact Optima Press directly on 08 9445 8380 or online.support@optimapress.com.au and we will be happy to help.