

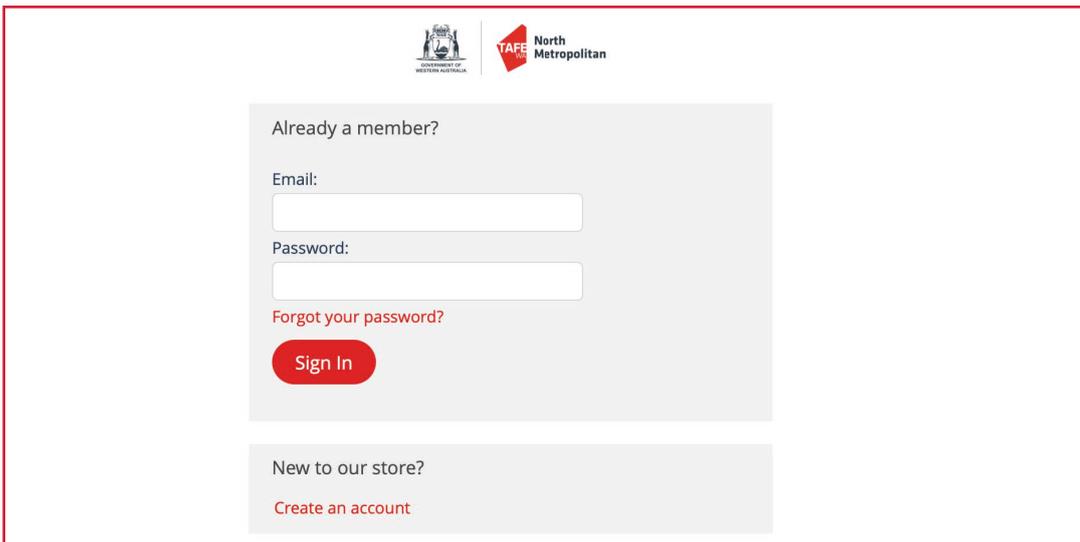


GENERAL UPLOAD

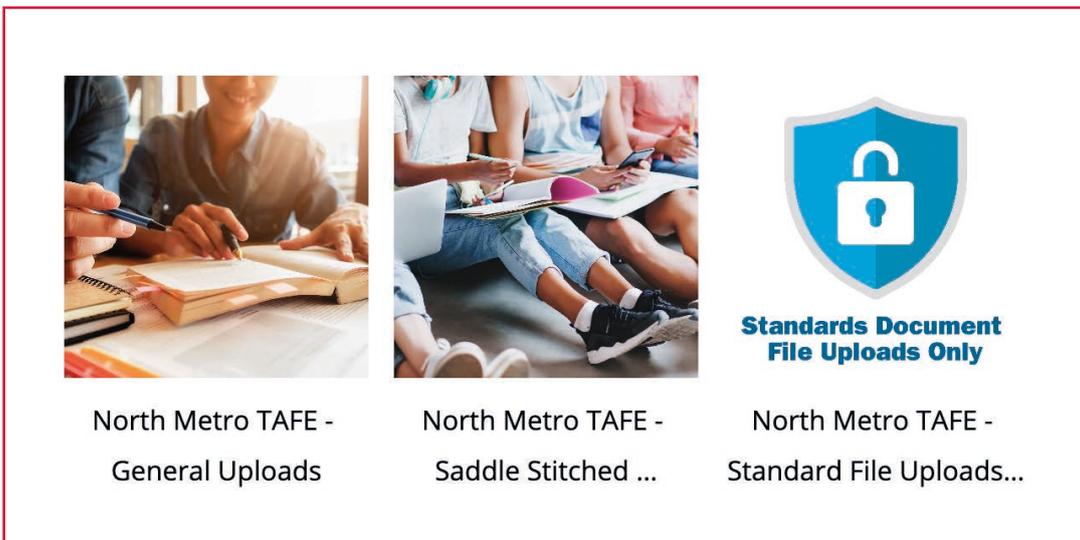
HOW TO ORDER GENERAL UPLOAD FILES

Uploading General Orders

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



Choose **North Metro TAFE - General Uploads** button



Choose **document size** (A5 / A4 / A3)

North Metropolitan TAFE

3 products



Upload A5 Size Document Files
Delivery Included on this item



Upload A4 Size Document Files
Delivery Included on this item



Upload A3 Size Document Files
Delivery Included on this item

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

Upload A4 Size Document Files

Document Builder Finalize



Total Price: \$0.00

Upload A4 Size Document Files properties

Date Required

Binding Type *
No Binding, Uncollated

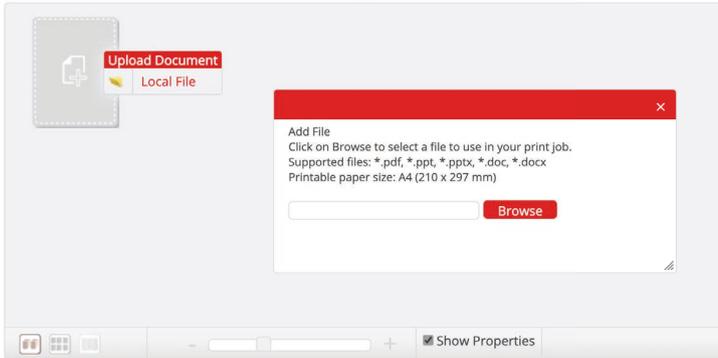
Lamination *
No Lamination

Next

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

Upload A4 Size Document Files

Document Builder Finalize



Total Price: \$0.00

Upload A4 Size Document Files properties

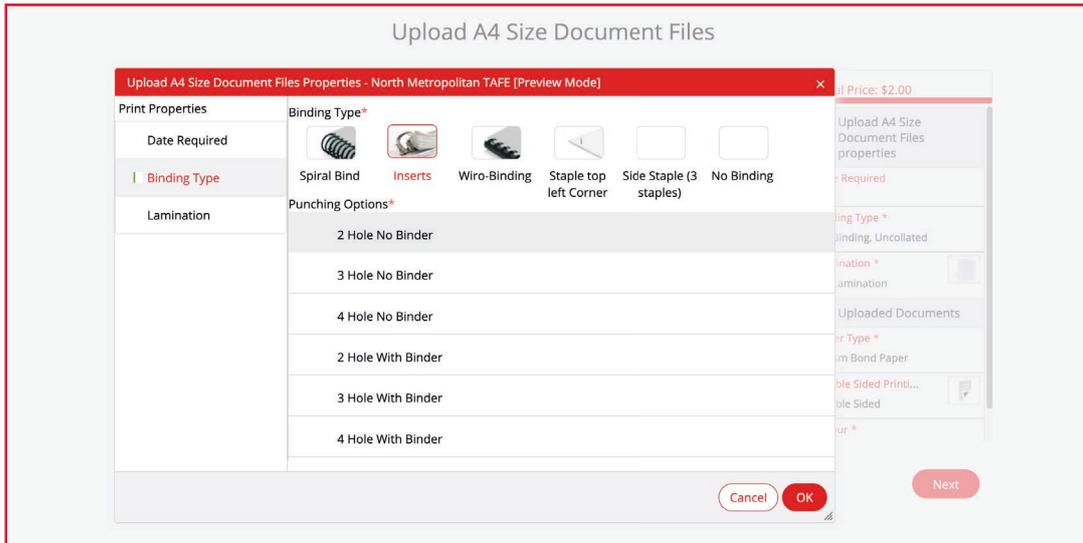
Date Required

Binding Type *
No Binding, Uncollated

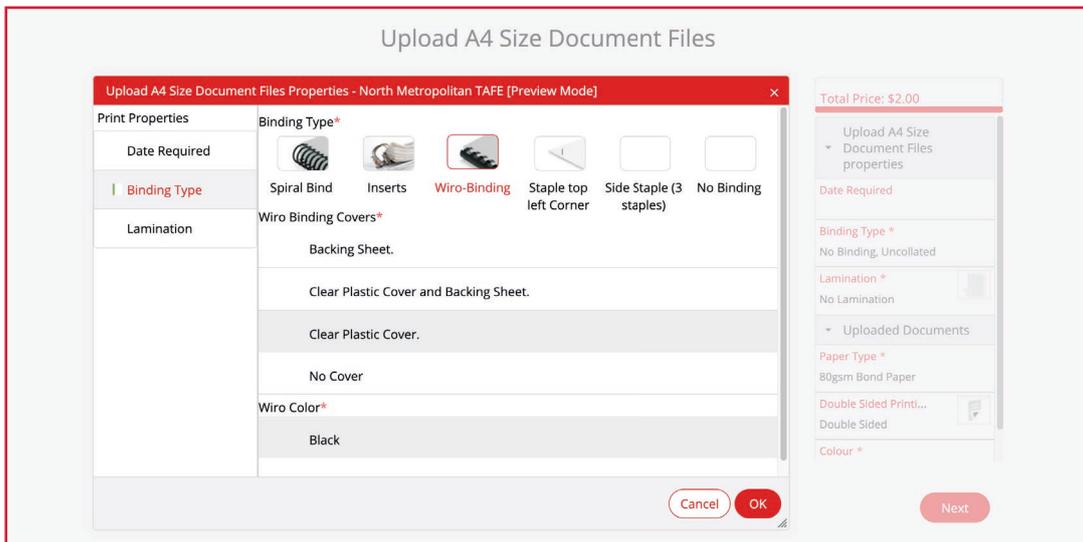
Lamination *
No Lamination

Next

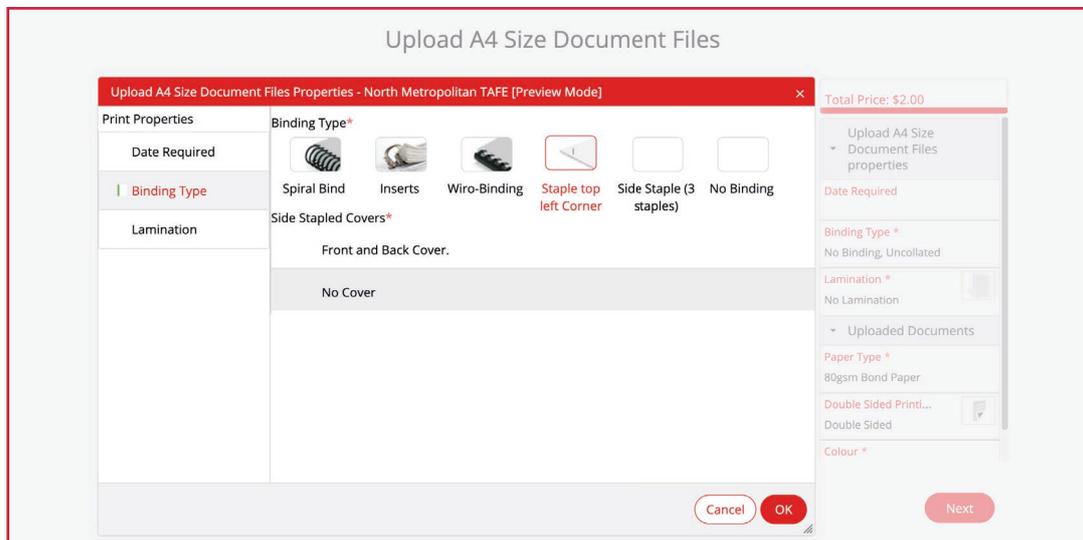
Select **BINDING TYPE 2 - Inserts** and hole punch options



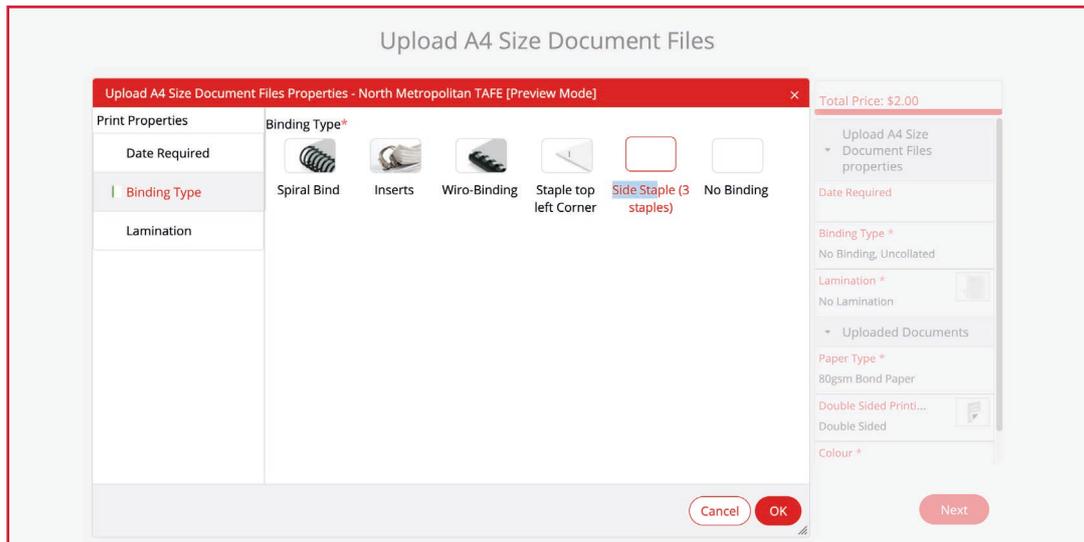
Select **BINDING TYPE 3 - Wiro-Binding**, cover options and wiro colour options



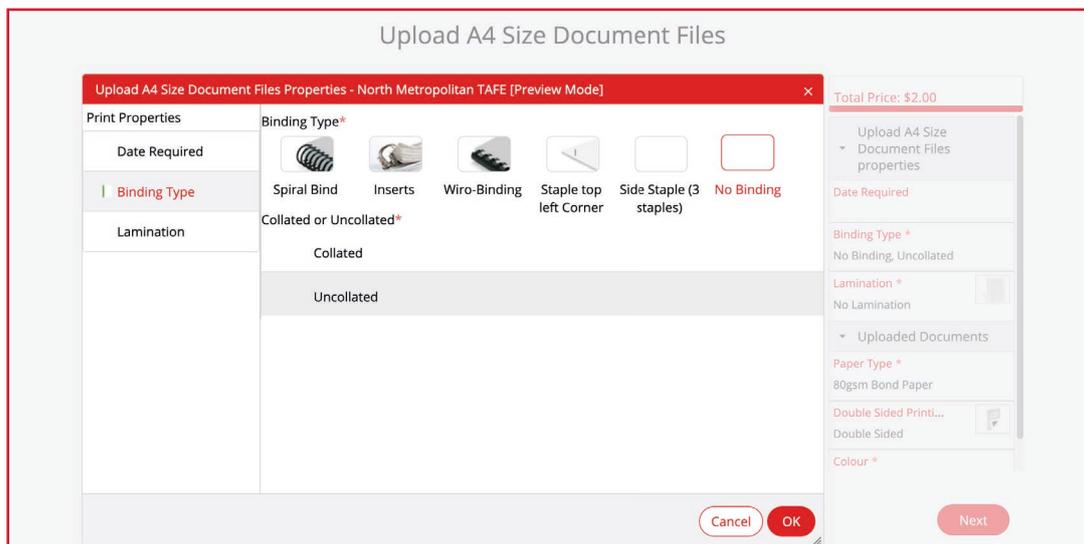
Select **BINDING TYPE 4 - Stapled in top left hand Corner** and cover options



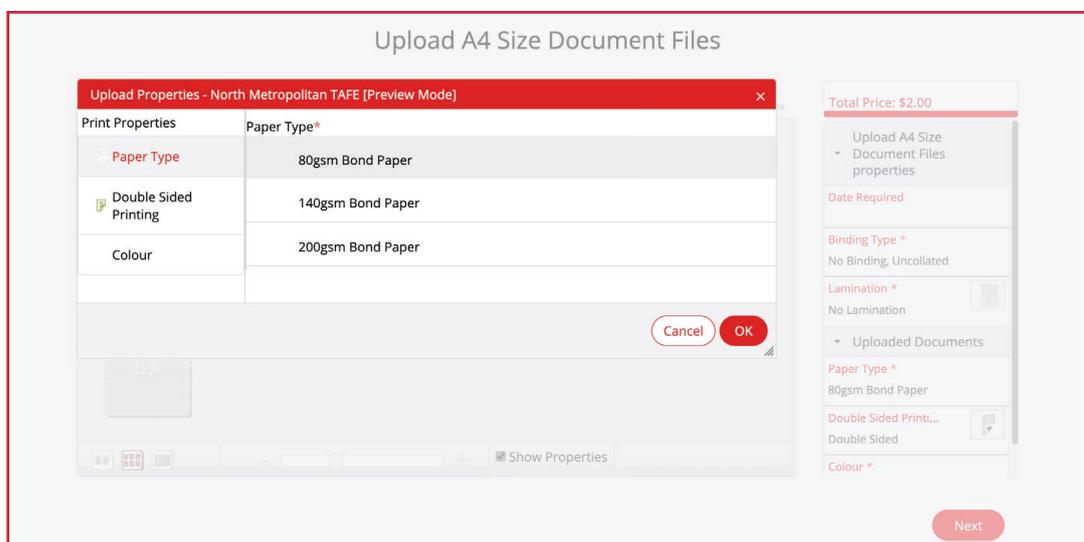
Select **BINDING TYPE 5 - Side Stapled (3 staples)**



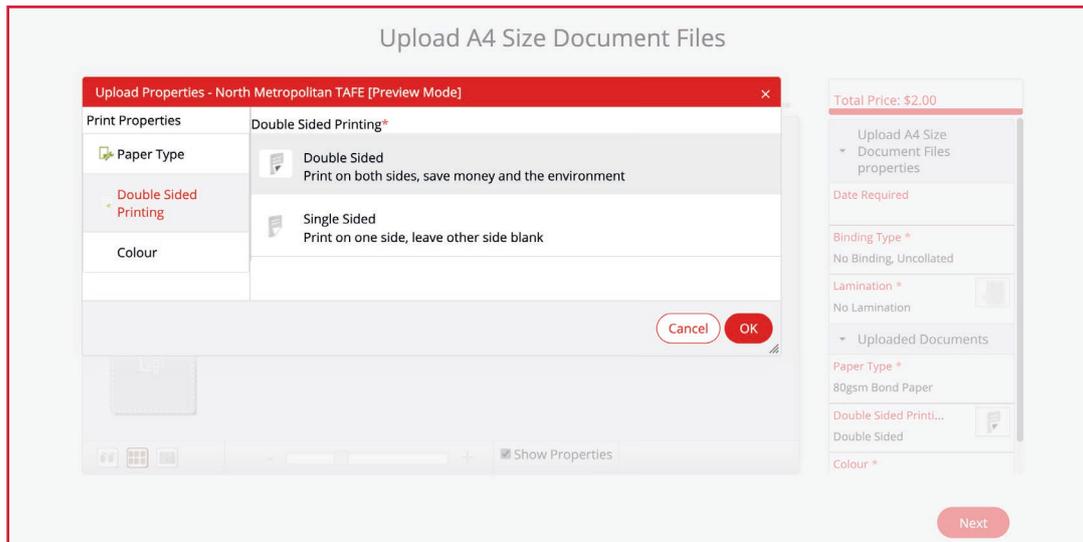
Select **BINDING TYPE 6 - No Binding**, select collated or uncollated



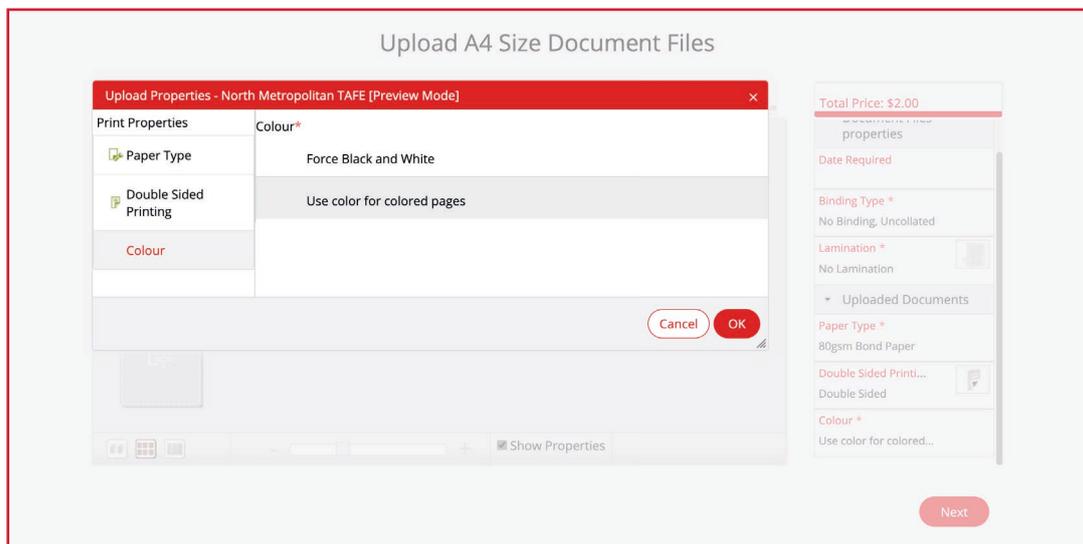
Select **PAPER TYPE**



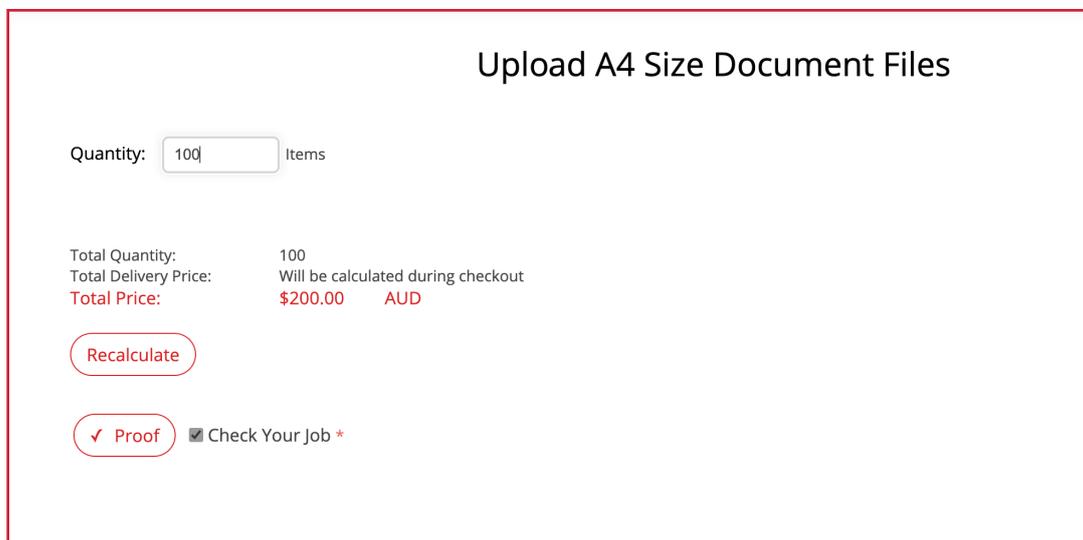
Select **DOUBLE SIDED** or **SINGLE SIDED** printing



Select **BLACK & WHITE** or **COLOUR** printing



Insert **Quantity** required

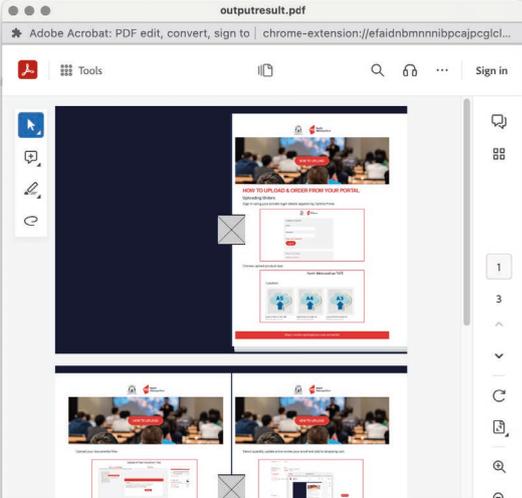


Proof and tick check box if correct

Quantity: Items

Total Quantity: 100
Total Delivery Price: Will be calculated
Total Price: \$200.00

Check Your Job *



Add to Cart and Checkout or Continue Shopping

Shopping Cart

Shopping Cart Items - To Check Out Now

Select all

Name	Units	Price
  Upload A4 Size Document Files howtouploadordertafe Edit	Total: 100 Items	\$200.00 AUD

Subtotal \$200.00 AUD

Select Delivery Address

Checkout - Order Summary

Address Details Payment & Submission

Billing Address

Shipping Address - North Metropolitan TAFE (Preview Mode)

Select an address and click 'OK':

Search:

Contact Person	Company	Address1	Address2	City	State	Country	Zip	Phone	Fax	AddressReference
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 Lowwood Road, Balga	Library	Perth	WA	AU	6061	1300 300 822		Balga
Northbridge	North TAFE Metro	30 Aberdeen Street	Library	Perth	WA	AU	6003	1300 300 822		Northbridge
Joondalup (Kendrew Crescent)	North TAFE Metro	35 Kendrew Crescent, 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
Midland	North TAFE Metro	Corner of Lloyd Street and Eddie Barron Drive, Midland	Library	Perth	WA	AU	6055	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
Leederville	North TAFE Metro	Corner of Oxford and Richmond Streets, Leederville	Student Services	Perth	WA	AU	6007	1300 300 822		Leederville
Neelands	North TAFE Metro	Oral Health of WA, 17 Monash Ave, Neelands	Reception	Perth	WA	AU	6009	1300 300 822		Neelands

Select payment method **Credit Card**

Checkout - Order Summary

Address Details > Payment & Submission

Ordered Items

Name	Units	Price
 Upload A4 Size Document Files <small>howtouploadordertafe</small>	Total: 100 Items	\$200.00 AUD
 Upload A4 Size Document Files <small>howtouploadordertafe</small>	Total: 1 Item	\$2.00 AUD

Subtotal:	\$202.00 AUD
Tax:	\$20.20 AUD
Total:	\$222.20 AUD

Order Comment

Select Payment Method

Credit Card Payment (Via Secure Paypal Platform) Please check out as a guest.

Invoice

When you click Submit Order, you will be redirected to PayPal to complete your payment details. Please do not leave the site or close your browser before you are redirected from PayPal back to the store.

And pay as a guest on **PayPal**

🛒 \$220.00 AUD

Log in to PayPal

Enter your email address to get started.

[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)

Address Details > Payment & Submission

Ordered Items

Name	Units	Price
 Upload A4 Size Document Files <small>howtouploadordertafe</small>	Total: 100 Items	\$200.00 AUD
 Upload A4 Size Document Files <small>howtouploadordertafe</small>	Total: 1 Item	\$2.00 AUD

Subtotal:	\$202.00 AUD
Tax:	\$20.20 AUD
Total:	\$222.20 AUD

Order Comment

Select Payment Method

Credit Card Payment (Via Secure Paypal Platform) Please check out as a guest.

Invoice

< BackCheckout

Order Summary

Your order has been received successfully.

Order number: **67665**

We will notify you when your order is ready.

[Print Order Details](#)

[Continue Shopping](#)



Cant find what you need?

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



FAQ's

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.