

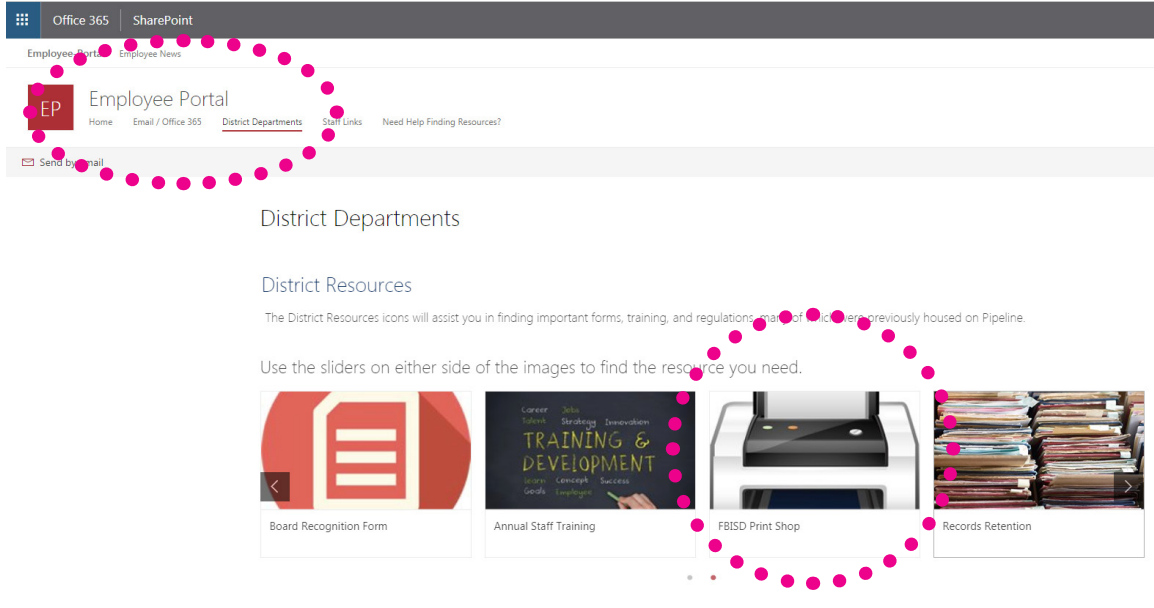
# Step 1- Registration in Print Shop Pro

Log onto <https://fortbendis.webdeskprint.com/>

*or the following steps*

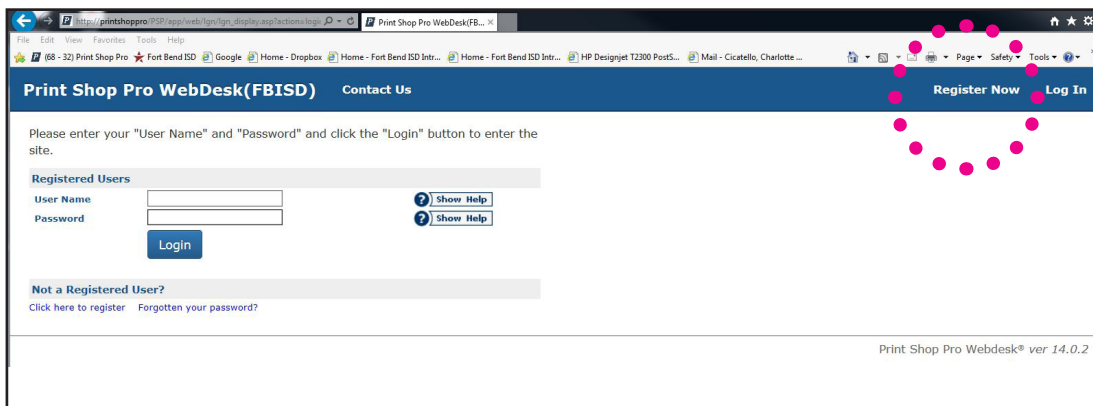
FBISD Homepage > Staff > District Departments > District Resources > FBISD Print Shop

click on the FBISD Print Shop icon



## Print Shop Pro Home page

Click on REGISTRATION



# Registration

Fill in the information and click Register.

**EMAIL YOUR BUDGET CODES TO:**

**melissa.borecky@fortbendisd.com**

The Print Shop will setup your user status and budget codes in the system.

You will receive an e-mail stating you are now a registered user.

The screenshot shows a web browser window with the URL [http://printshoppro.PSP/app/web/reg/reg\\_display.asp](http://printshoppro.PSP/app/web/reg/reg_display.asp). The page title is "Print Shop Pro WebDesk(FBISD) Contact Us". The form contains the following fields and annotations:

- Enter Your Contact Information**
  - First Name: Administrative
  - Middle Initial: (empty)
  - Last Name: Assistant
  - Email Address: admin.assist@fortbendisd.com (circled in red with a pink dotted line and annotated with "Make sure you use the email correct format")
  - Phone Number: 000-0000 (circled in red with a pink dotted line)
  - Site: Print Shop (dropdown menu)
  - Site Mail Stop or Area: (empty)
  - Site Address Line 1: 555 Julie Rivers Drive (circled in red with a pink dotted line and annotated with "Show Help")
  - Site Address Line 2: (empty)
  - Site City: Sugar Land
  - Site State: Texas (dropdown menu)
  - Site Postal Code: 77478
  - Site Country: (empty)
- Create Your Login**
  - User Name: admin.assist
  - Password: (masked with dots, circled in red with a pink dotted line and annotated with "If needed, there is a 'forget password' when you log in")
  - Confirm Password: (masked with dots, circled in red with a pink dotted line)
- Select an Action**
  - Register
  - Back

If you have any questions contact Charlotte Cikatello at 281-634-1814 or Melissa Borecky at 281-634-1816.

OR

\*\*\*\*\*NEW email: [dlprintservices@fortbendisd.com](mailto:dlprintservices@fortbendisd.com)

## Step 2- Print Orders - Print Shop Pro

Log onto <https://fortbendisd.webdeskprint.com/>

*or the following steps*

FBISD Homepage > Staff > District Departments > District Resources > FBISD Print Shop

click on the FBISD Print Shop icon

Please enter your "User Name" and "Password" and click the "Login" button to enter the site.

**Registered User:**

User Name:  [Show Help](#)

Password:  [Show Help](#)

**Not a Registered User?**

[Click here to Register](#) [Forgotten your password?](#)

Log in using the name and Password you set.

If needed, there is a "forget password"

**Print Shop Pro WebDesk(FBISD)** [New Order](#) [My Orders](#) [Reports](#) [Admin](#) [More](#) [ccicatello](#) [Log Out](#)

**Print Shop FBISD**  
INSPIRE • EQUIP • IMAGINE

**Ordering Instructions**

**Step 1** Register to become a FBISD Print Shop user.

**Please email BUDGET CODES to:**  
**melissa.borecky@fortbendisd.com**

**Step 2** Submit Order

**All orders must have a valid budget code to be processed.**

USER	MON	TUE	WED	THUR	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12	13	14	15

There are 4 choices:

**1. Quick Copy** - Collate or staple orders, less options than regular print order for easier and faster ordering, less complex orders. If you don't see your finished size or binding (saddle stitched, coil or pads) you need to place a Printing Order.

**2. Printing Order** – Printing and Copying orders that require bindings, cuts and specialty papers.

**3. NEW\*\*\* Business Cards** – Choose your business card from the options and fill out the fields with your information.

**3. Store Orders** – District forms, DRAs, District cards and folders, Envelopes and Letterhead.

# #1 Quick Copy

**Print Shop Pro WebDesk(FBISD)**   **New Order** ▾   **My Orders**   **Report**

---

**Step 1: Select Finished Size for Quick Copy**

What finish size best describes the Category of your Printing Request?  
(The size of your finished product)

*Choose your finished size of your Document/paper.*

<b>8½ x 11</b>	<b>8½ x 14</b>	<b>11 x 17</b>
<b>8-1/2 x 11</b>	<b>8-1/2 x 14</b>	<b>11 x 17</b>

**Job Name**  

**# of Copies**      *What is this?*   *Number of copies, total finished sets you need to have back.*

**Main Paper**

**Format**    1 Sided    2 Sided

**# Originals**      *What is this?*   *Number of pages in your PDF, you need to count the originals.*

**Ink Color**    Black    Color    Both

**Stock Style**    ▾   *What is this?*   *Use the down arrow to toggle between different weights and stocks.*

**Stock Weight**   **20#**   *What is this?*

**Paper Color**

<input type="radio"/> Blue	<input type="radio"/> Buff
<input type="radio"/> Canary/Yellow	<input type="radio"/> Cream
<input type="radio"/> Goldenrod	<input type="radio"/> Gray
<input type="radio"/> Green	<input type="radio"/> Orchid
<input type="radio"/> Pink	<input type="radio"/> Salmon
<input checked="" type="radio"/> White	

*Choose your color of stock.*

http://printshoppro/PSP/app/

Click on “Change” to toggle between None and bindery choices.

**Binding**

None

None  Staple 1 Top  Staple 2 Side

Staple 2 Top

**Collating**


No Collating  Collate

No Collating  Collate

**Special Instructions**

Type any notes to print shop here.

Choose your collating option:  
**No Collating** gives you separate stacks of each page in your PDF.  
**Collate** gives you your pages in order to create a set.

 **Attach a File?**

Attach **PDF** file by choosing Yes  
It is best to convert to PDF before attaching.  
You must approve your attachment.

Send originals in the pony to Print Shop.  
If choosing No...

Note: When scanning your originals to PDF, please check the quality of the PDF. The Print Shop **will not print** copies that are **illegible, cut off or copyrighted without permission.**



## Step 5: Billing and Delivery

**Job Name** Sample Job  
**Type** Quick Copy - 8-1/2 x 11  
**# of Copies** 100  
**Total** \$1.70  
(Approximately \$0.02 Each)

Choose the correct account number for the job by the pull down arrow. To add a new account number, please email Melissa Borecky for approval.

**Site** Print Shop (278) 

**Billing**  
**Account Number**  
999.99.9999.99.999.99.999 

## Shipping Information

**Suggested Due Date** 6/22/2017 

This is a default due date, to change the date, or you need it sooner or later, click on the calendar at the right.

Make sure the Print Shop has the correct delivery!

**Delivery**  
 Hold For Pick Up  
 Ship To Address  
 Ship to Site

**Attn** Charlotte Cicatello

**Mail Stop**

**Shipping Address** 555 Julie Rivers Drive

**Address2**

**City** Sugar Land

**State (Abbreviation)** TX

**Postal Code** 77478

**Country**

You can Finish (Submit) your job or Save As Quote, if you need for the Print Shop to review your quote, email the quote number to dlprintservices@fortbendisd.com. When approved you can submit that Quote to a Job ticket.

Back

Save As Quote

Cancel Order

Finish

## Order Process Complete

Your order has been submitted. Thank you!

Once submitted you will receive an email confirmation from Print Shop Pro.

Print Order # **51255**

[View Order Summary](#)

[Print Job Ticket](#)

Job Name **Sample Job**

Current Status **Submitted**

Thank you for your order. Please Click Print Ticket and send it to the Printshop with the necessary artwork.

[Add Another Print Order to this Project](#)

\*\*\*\*New Feature\*\*\*\* We now have “Projects” to help you organize your orders for special projects with many pieces. Different job tickets can be added to the same project.

## Copy or Clone and Order

Copying your order will save time entering the same job or editing to become a new job with similar specs.

Go to “My Orders”, pick the job to be copied then click “View”

Print Shop Pro WebDesk(FBISD) [New Order](#) [My Orders](#) [Reports](#) [Admin](#) [More](#) ccicatello [Log](#)

Order Filter for Charlotte Cicatello

Print Category:  Site/Dept:  Created Date Start:  Status Date Start:  # Records per Page:   Shipped

Status Category:  Job Name:  Created Date End:  Status Date End:  Account Number Contains:   My Orders Only

Order Type:  OrderID:  Project Contains:  Requisition# Contains:

[Apply Filter](#) 60 Orders Found [Export List](#)

OrderID	Type	Req#	Job Name	Project	Site/Dept Code	Account Number	Amount	Created Date	Status Date	Shipped	Status	
51255	Print		Sample Job		Print Shop	999.99.9999.99.999.99.999	\$1.70	6/13/2017	6/13/2017	No	Submitted	<a href="#">View</a>
7941	Store	n/a	Manager Store Order 7941		Print Shop		\$0.00	4/13/2017	5/23/2017	No	Denied	<a href="#">View</a>
50539	Print		Quote for Go Public		Print Shop	999.99.9999.99.999.99.999	\$50.00	5/15/2017	5/15/2017	No	Quote Only	<a href="#">View</a> <a href="#">Edit</a>

# Order Detail for Order ID 51255

Back

Copy Order

Print Ticket

Estimate \$1.70

Price Each (\$0.02 per Set)

## Job Summary - Order#: 51255

Job Name **Sample Job**

Site Print Shop

Order Category Quick Copy

Contact Charlotte Cicatello

Finish Size 8-1/2 x 11

Account Number 999.99.9999.99.999.99.999

Status Submitted

Date Due 6/22/2017

Due Time

# Edit Print Order ID 51263

Back

Cancel Edit

Save

Estimate

Price Each

## Job Summary - Order#: 51263

Job Name **Sample Job 6/13/2017**

Site Print Shop

Order Category Quick Copy

Status Quote Only

Date Due 6/22/2017

Contact Charlotte Cicatello

Finish Size 8-1/2 x 11

Due Time

Account Number

999.99.9999.99.999.99.999

Graphic Design

Notice that your job status is "Quote"

### Printing

# of Copies 100

Special Instructions

(Cloned From Order#51255)

	Purpose	Size	Style	Color	Weight	Sides	Originals
Paper	Edit Main Paper	8-1/2 x 11	Bond	White	20#	One Sided	1

Add New Stock

Attachments Add New File

To view PDF files you will need a PDF viewer, such as Adobe Reader.

### Finish

Binding None Change

Collate  

### Delivery

Ship To Ship to Other

Attn Charlotte Cicatello

Mail Stop or Area

Address1 555 Julie Rivers Drive

Address2

City, State, Postal Code Sugar Land, TX 77478

Country

Shipping Phone 2816341814

Delivery Note

Customer Note

Back

Cancel Edit

Save

Make all changes that are needed including the Job Name, Changing or Adding a New File, and Date needed, then click Save.



You will need to Submit Order to take it out of Quote status to become a new Job Ticket.

### Order Detail for Order ID 51263

[Back](#) [Edit Order](#) [Copy Order](#) [Print Ticket](#)

[Cancel Order](#) [Submit Order](#)

**Job Summary - Order#: 51263**

<b>Job Name</b>	<b>Sample Job 6/13/2017</b>		<b>Estimate</b>	\$1.70
<b>Site</b>	Print Shop	<b>Order Category</b> Quick Copy	<b>Price Each</b>	(\$0.02 per Set)
<b>Contact</b>	Charlotte Cicatello	<b>Finish Size</b> 8-1/2 x 11	<b>Status</b>	Quote Only
<b>Account Number</b>	999.99.9999.99.999.99.999		<b>Date Due</b>	6/22/2017
			<b>Due Time</b>	
			<b>Graphic Design</b>	<input type="checkbox"/>

#### Printing


**# of Copies** 100 **Special Instructions** (Cloned From Order#51255)

Paper	Purpose	Size	Style	Color	Weight	Sides	Originals
	Main Paper	8-1/2 x 11	Bond	White	20#	One Sided	1

#### Attachments

#### Finish

**Binding** None

**Collate**  

#### Delivery

**Ship To** Ship to Other

**Attn** Charlotte Cicatello

**Mail Stop or Area**

**Address1** 555 Julie Rivers Drive

**Address2**

**City, State, Postal Code** Sugar Land, TX 77478

**Country**

**Shipping Phone** 2816341814

**Delivery Note**

**Customer Note**

## #2 Printing Order

Click on the correct category for your order. If you don't see your category, choose the Print category. Only use the Print category as a last resort.

Print Shop Pro WebDesk(FBISD)    New Order ▾    My Orders    Reports    Admin    More ▾    JBrs    Log Out

Step 1: Select Category

Quick Copy  
Printing Order  
Business Cards  
Store Orders

What best describes the Category of your Printing Request?

Print	Larger Copies	Tri-Fold/ Z-Fold Brochure	Booklets	Coil Books	Newsletter
NCR (Carbonless)	Postcards/Notecards/ Panel Cards/Invitations	Folded Invites/ Notecards	Envelopes	Posters/ Banners	Notepads
Certificates	Labels	Tickets/ Bookmarks	Door Hangers/ Tags	Magnets	Window Decal
White Bags	Blueprints/ Drawings				

Print Shop Pro Webdesk® 15.0.0

### Booklets Category Example




Choosing the correct category will give a better probability of entering a job ticket more accurately for pricing. In this “Booklets” example, the information entered only applies to a booklet with staples on the folded spine. You will not be prompted to enter information that is NOT relevant to this “saddle-stitched” booklet.


## #2 Printing Order


Print Shop Pro WebDesk(FBISD) New Order ▾ My Orders Reports Admin More ▾ ccicattello Log


### Step 1: Select Category

What best describes the Category of your Printing Request?


 **Print**

 **Panel Cards/  
Notecards/  
Postcards/  
Envelopes**

 **Posters/  
Banners**

 **Blueprints/  
Drawings**


**White Bags**


 **Newsletter**


### Step 2: Select Finished Size for Print


What finish size best describes the Category of your Printing Request?  
(The size of your finished product)


**Choose your finished size of your document/paper.  
This is the size after is is folded, stapled, cut or in pads.**


 **8-1/2 x 11  
Letter size**

 **8-1/2 x 14  
Legal size**

 **11 x 17  
Tabloid size**

 **12 x 18**

 **5-1/2 x 8-1/2  
Half sheet size  
2UP on Letter**

 **5-1/2 x 4-1/4  
Postcard size  
4UP on Letter**

### Step 3: Printing Order Information

**Job Type** Print - 5-1/2 x 8-1/2

**Contact** Charlotte Cicatello

**Phone** 2816341814

**Site** Print Shop (278)

[Edit Site Information](#)

**Job Name**

**# of Sets**  [What is this?](#)

#### Main Paper

**Format**  1 Sided  2 Sided

**# Originals**  [What is this?](#)

**Ink Color**  Black  Color  Both

**Stock Style**  [What is this?](#)

**Stock Weight**  [What is this?](#)

**Paper Color**   White

[<< Back](#) [Continue >>](#)

Fill in the information for the **main paper** (or inside pages) of your document.

Refer to Quick Copy instructions for details.

## Step 4: Current Stocks

**Job Name** Booklet Sample  
**Job Type** Print - 5-1/2 x 8-1/2  
**# of Sets** 50

**Main paper** (or inside pages)  
of your document shown.  
“Add Another Stock” to choose stock  
(paper) for Covers.

Current Stocks

	Purpose	Style	Color	Weight	Sides	Originals	
Edit	Main Paper	Color Copy Text	White	28#	Two Sided	6 / 6	

Back

Add Another Stock

Continue

## Add Additional Paper Stocks

### Stock - Selections

**Format**  1 Sided  2 Sided  No Print

**Print On**  Front  Back

**# Originals**  [What is this?](#)

**Ink Color**  Black  Color  Both

**Stock Style**   [What is this?](#)

**Stock Weight**  [What is this?](#)

**Paper Color**

<input type="radio"/> 	<input type="radio"/> Celestial Blue	<input type="radio"/> 	<input type="radio"/> Cosmic Orange
<input type="radio"/> 	<input type="radio"/> Galaxy Gold	<input type="radio"/> 	<input type="radio"/> Gamma Green
<input checked="" type="radio"/> 	<input checked="" type="radio"/> Liftoff Lemon	<input type="radio"/> 	<input type="radio"/> Lunar Blue
<input type="radio"/> 	<input type="radio"/> Orbit Orange	<input type="radio"/> 	<input type="radio"/> Planetary Purple
<input type="radio"/> 	<input type="radio"/> Pulsar Pink	<input type="radio"/> 	<input type="radio"/> Re-entry Red
<input type="radio"/> 	<input type="radio"/> Rocket Red	<input type="radio"/> 	<input type="radio"/> Solar Yellow
<input type="radio"/> 	<input type="radio"/> Terra Green	<input type="radio"/> 	<input type="radio"/> Terrestrial Teal

Black = Black ink ONLY  
Color = Color images  
and print

Choose your  
Cover Stock  
weight and  
color.

<< Back

Continue >>

## Step 6: Current Stocks

Job Name Booklet Sample  
Job Type Print - 5-1/2 x 8-1/2  
# of Sets 50

Now you can see the stocks you have chosen, add another stock if needed or continue.

Current Stocks

	Purpose	Style	Color	Weight	Sides	Originals	
<a href="#">Edit</a>	Main Paper	Color Copy Text	White	28#	Two Sided	6 / 6	
<a href="#">Edit</a>	Additional Stock	Astrobright Cover	Liftoff Lemon	65#	One Sided (Front)	1	<a href="#">Delete</a>

[Back](#)

[Add Another Stock](#)

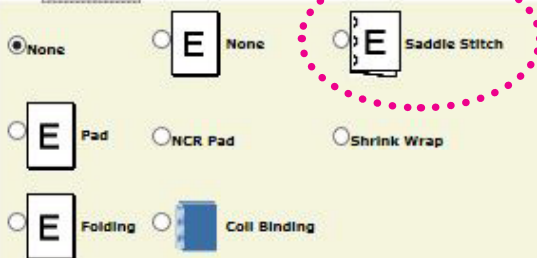
[Continue](#)

## Step 7: Finishing

Choose your binding, click on "Change" to see the binding menu.

Binding

None [Change](#)



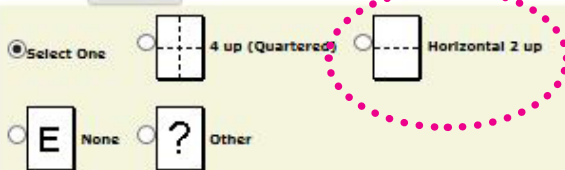
Choose your folding or cutting according to the finished sized that you picked.

Folding

None [Change](#)

Cutting

Select One [Change](#)



Booklets are always collate.

Hole Punches

None [Change](#)

Collating

No Collating  Collate  Reverse Collate



Scoring

Padding

# of Pads

0

[What is this?](#)


Special Instructions

[Back](#)


[Continue](#)



**Step 7: Finishing**







Binding  Saddle Stitch

Folding None

Cutting  Horizontal 2 up

Hole Punches None

Collating  No Collating  Collate  Reverse Collate

Scoring


Padding  # of Pads  [What is this?](#)

Special Instructions

**Review your binding, type any special instructions and continue.**

Print Shop Pro WebDesk(FBISD) [New Order](#) [My Orders](#) [Reports](#) [Admin](#) [More](#)

**Step 8: Attach Files**

 Attach a File?

**Click "Yes" to add your PDF.**

**Step 8: Attach Files**

 Attach a File

[Click Here for File Type Guidelines](#)

Click Browse to Select a File

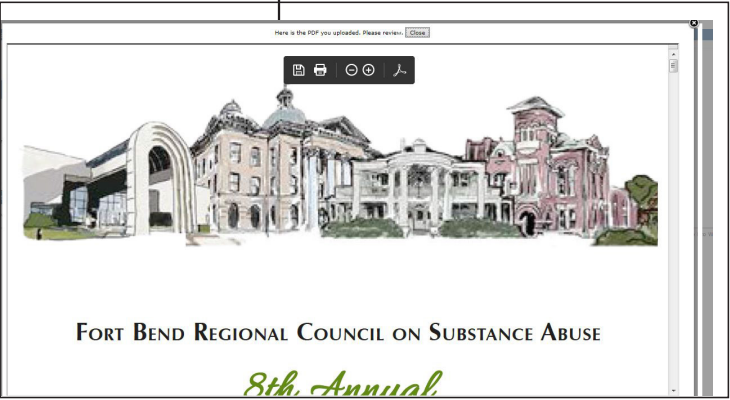
Select Attachment Type  

# of Originals

Special Instructions

**Browse for your file to upload and Attach File.**

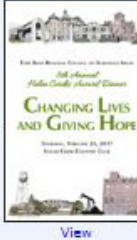
**Your Proof will appear, look it over carefully, once it is approved the Print Shop will print it.**



## Step 8: Attach Files

Attached Files

File Name	File Size	Type	Update Sort Order	Approval
<a href="#">Remove</a> 51264_2017FBRCProgram_06132017_CNC.pdf	962 KB	Document	<input type="text" value="1"/>	Original File



[Back](#)

[Attach Another File](#)

[Continue](#)

Add another attachment or continue.

Print Shop Pro WebDesk(FBISD) [New Order -](#) [My Orders](#) [Reports](#) [Admin](#) [More -](#)

## Step 9: Billing and Delivery

Job Name: Booklet Sample  
Type: Print - 5-1/2 x 8-1/2  
# of Sets: 50  
Total: \$161.75  
(Approximately \$3.24 Each)

Site:  

Billing Account Number:  

### Shipping Information

Suggested Due Date:  

Rush?  Yes  
 No

Delivery  Hold For Pick Up  
 Ship To Address  
 Ship to Site

Attn:

Hall Stop:

Shipping Address:

Address2:

City:

State (Abbreviation):

Postal Code:

Country:

[Back](#)

[Save As Quote](#)

[Cancel Order](#)

[Finish](#)

Complete budget code and delivery information (see Quick Copy) and save as Quote or Finish to submit.

Order Filter for Charlotte Cicatello

Print Category: **All Orders** Site/Dept:  Created Date Start:  Status Date Start:  # Records per Page: **100**  Shipped

Status Category: **All** Job Name:  Created Date End:  Status Date End:  Account Number Contains:   My Orders Only

Order Type: **All Types** OrderID:  Project Contains:  Requisition# Contains:

**61 Orders Found**

OrderID	Type	Req#	Job Name	Project	Site/Dept Code	Account Number	Amount	Created Date	Status Date	Shipped	Status	
51255	Print		Sample Job		Print Shop	999.99.9999.99.999.99.999	\$1.70	6/13/2017	6/13/2017	No	Submitted	<a href="#">View</a>
8107	Store	n/a	WebDesk Store Order 8107		Print Shop	999.99.9999.99.999.99.999	\$69.00	6/13/2017	6/13/2017	No	Denied	<a href="#">View</a>
7941	Store	n/a	Manager Store Order 7941		Print Shop		\$0.00	4/13/2017	5/23/2017	No	Denied	<a href="#">View</a>
50539	Print		Quote for Go Public		Print Shop	999.99.9999.99.999.99.999	\$50.00	5/15/2017	5/15/2017	No	Quote Only	<a href="#">View</a> <a href="#">Edit</a>
50460	Print	n/a	FBISD Business Card for Charlotte Cicatello (250)		Print Shop	999.99.9999.99.999.99.999	\$14.00	5/12/2017	5/12/2017	No	Denied	<a href="#">View</a>
48045	Print		Fort Bend Regional Council Donation Card		Print Shop	999.99.9999.99.999.99.999	\$25.50	2/2/2017	2/28/2017	02/03/2017	Complete	<a href="#">View</a>
48031	Print		Fort Bend Regional Council Bid Sheet		Print Shop	999.99.9999.99.999.99.999	\$52.60	2/2/2017	2/28/2017	02/03/2017	Complete	<a href="#">View</a>

**You can check the Status of your job.  
 Click on “My Orders”  
 Under the Status category.**

# Step 3- Bus Card Orders - Print Shop Pro

Log onto <https://fortbendis.webdeskprint.com/>

or the following steps

FBISD Homepage > Staff > District Departments > District Resources > FBISD Print Shop

click on the FBISD Print Shop icon

Print Shop Pro WebDesk(FBISD) New Order My Orders Reports Admin More ccicattello

Quick Copy  
Printing Order  
Business Cards  
Store Orders

**Print Shop  
FBISD**  
INSPIRE • EQUIP • IMAGINE

**Ordering Instructions**

**Step 1** Register to become a FBISD Print Shop user.

**Please email BUDGET CODES to:**  
**[melissa.borecky@fortbendis.com](mailto:melissa.borecky@fortbendis.com)**

**Step 2** Submit Order

**All orders must have a valid budget code to be processed.**

**FBISD**  
INSPIRE • EQUIP • IMAGINE  
ENTERPRISE FUNDS  
**PRINT SHOP**  
Color Copies  
Black & White Copies

Print Shop Pro WebDesk(FBISD) New Order My Orders Reports Admin More ccicattello Log Out

Select Your Item

**FBISD Bond Business Card**

**FBISD Bond Business Card 2**

**Police Business Card w/Dispatch**

**Police Business Card w/fill in lines**

**FBISD Business Card**

First Last  
Position  
Department/Campus

Address Line  
City, State Zip  
000-000-0000 • Fax 000-000-0000  
Cell 000-000-0000  
www.fortbendis.com  
firstlast@fortbendis.com

First Last  
Position  
Department/Campus

Address Line  
City, State Zip  
000-000-0000 • Fax 000-000-0000  
Cell 000-000-0000  
firstlast@jacobs.com  
firstlast@fortbendis.com  
www.fortbendis.com

First Last  
Position

Fort Bend ISD Police  
Address Line  
City, State Zip  
24 Hour Dispatch 000-000-0000  
000-000-0000 • Fax 000-000-0000  
firstlast@fortbendis.com

First Last  
Position

Fort Bend ISD Police  
Address Line  
City, State Zip  
Office: 000-000-0000  
Direct: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
firstlast@fortbendis.com

First Last  
Position  
Department/Campus

Address Line  
City, State, Zip  
000-000-0000 • Fax 000-000-0000  
www.fortbendis.com  
first.last@fortbendis.com  
Fort Bend Independent School District

Choose your Business Card template- not all templates show for all departments.

FBISD Business Card



Fill in all the fields with your information.

Notice the district branding guidelines that need to be followed.

If you do not need Fax or Cell Phone leave it blank

Name: Charlotte Cicatello

Use Upper & Lower Case (NOT ALL CAPS) per District Branding Guidelines

Title: Coordinator

Campus: Print Shop

Address: 555 Julie Rivers Drive

Use Format: "Street", "Road", "Lane", "Drive", "Blvd."

City: Sugar Land, Texas

Zip: 77479

Phone: 281-634-1814

Fax:

Cell Phone (Optional):

Email: charlotte.cicatello@fortbendisd.com

Email should be the fortbendisd.com format

Back

Continue




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### Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

**FBISD Business Card**



**Preview PDF**

**Name:** Charlotte Cicatello  
**Title:** Coordinator  
**Campus:** Print Shop  
**Address:** 555 Julie Rivers Drive  
**City:** Sugar Land, Texas  
**Zip:** 77479  
**Phone:** 281-634-1814  
**Fax:**  
**Cell Phone (Optional):**  
**email:** charlotte.cicatello@fortbendisd.com

Text approved?   
 Digital proof accepted?

[Back](#) [Continue](#)

Review the Proof.  
 Click on the X to  
 close window.

### Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

**FBISD Business Card**



**Preview PDF**

**Name:** Charlotte Cicatello  
**Title:** Coordinator  
**Campus:** Print Shop  
**Address:** 555 Julie Rivers Drive  
**City:** Sugar Land, Texas  
**Zip:** 77479  
**Phone:** 281-634-1814  
**Fax:**  
**Cell Phone (Optional):**  
**email:** charlotte.cicatello@fortbendisd.com

Text approved?   
 Digital proof accepted?

[Back](#) [Continue](#)

Approve your  
 text and proof,  
 then continue.

Contact and Order Information

Order Information

Job Name FBISD Business Card for Charlotte Cicatello

Contact Information

Contact Name Charlotte Cicatello

Phone Number 2816341814

Site / Dept Print Shop (279)

Account Number

999.99.9999.99.999.99.999

Choose the correct account number for the job by the pull down arrow. To add a new account number, please email Melissa Borecky for approval.

Quantity

250 (\$14.00)

500 (\$27.00)

Choose the quantity to print.

Shipping Information

Suggested Due Date 8/20/2017

- Hold For Pick Up
- Ship To Address
- Ship to Site

Attn Charlotte Cicatello

Mall Stop

Shipping Address 555 Julia River Drive

Address2

City Sugar Land

State (Abbreviation) TX

Postal Code 77478

Country

Review delivery method.

Back

Continue

**Order Name:** **FBISD Business Card for Charlotte Cicatello (250)**

**Total Price:** \$14.00

[Preview PDF](#)

**Template Field Entries**

**Name:** Charlotte Cicatello

**Title:** Coordinator

**Campus:** Print Shop

**Address:** 555 Julie Rivers Drive

**City:** Sugar Land, Texas

**Zip:** 77479

**Phone:** 281-634-1814

**Fax:**

**Cell Phone (Optional):**

**email:** charlotte.cicatello@fortbendisd.com

[Back](#)

[Save as Quote](#)

[Cancel Order](#)

[Finish](#)

Click to Finish and create job ticket.

# Step 4- Store Orders - Print Shop Pro

Log onto <https://fortbendisd.webdeskprint.com/>

or the following steps

FBISD Homepage > Staff > District Departments > District Resources > FBISD Print Shop

click on the FBISD Print Shop icon

Print Shop Pro WebDesk(FBISD) New Order My Orders Reports Admin More cccatello

Quick Copy  
Printing Order  
Business Cards  
Store Orders

**Print Shop**  
**FBISD**  
INSPIRE • EQUIP • IMAGINE

**Ordering Instructions**

**Step 1** Register to become a FBISD Print Shop user.

Please email **BUDGET CODES** to:  
**melissa.borecky@fortbendisd.com**

**Step 2** Submit Order

All orders must have a valid budget code to be processed.

Print Shop Pro WebDesk(FBISD) New Order My Orders Reports Admin More cccatello Log On

View Cart

Search:  Search Clear View Cart

**Featured Categories**

**A** [View all products in A...](#)

A	E	I	O	U
À	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Â	É	Í	Ó	Ú
Ã	É	Í	Ó	Ú
Ä	É	Í	Ó	Ú
Å	É	Í	Ó	Ú
À	É	Í	Ó	Ú

**ALPHAE**  
Alphabet Lettercards (English), Pkg of 1  
**\$3.28 per Pkg**

**ALPHAS**  
Alphabet Lettercards (Spanish), Pkg of 1  
**\$3.65 per Pkg**

**D** [View all products in D...](#)

Find your category or search by title or word.

Print Shop Pro WebDesk(FBISD) [New Order](#) [My Orders](#) [Reports](#) [Admin](#) [More](#) ccicattello [Log Out](#)

View Cart


< All Categories  
Gr5 Science Fold-a-Lope  
STAAR Review

Search:  Search Gr5 Science Fold-a-Lope


**Categories Under Gr5 Science Fold-a-Lope**

[Gr5 Science Fold-a-Lope > STAAR Review](#) View all products in STAAR Review...

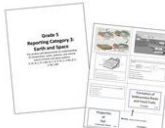
STAAR Review Documents




**F-A-L Gr5 Science 1**  
1 Star Review Matter & Energy, PKG(50 Sets) of 1  
**\$15.00 per PKG(50 Sets)**



**F-A-L Gr5 Science 2**  
2 Force, Motion & Energy, PKG(50 Sets) of 1  
**\$12.00 per PKG(50 Sets)**



**F-A-L Gr5 Science 3**  
3 Earth & Space, PKG(50 Sets) of 1  
**\$18.00 per PKG(50 Sets)**



**F-A-L Gr5 Science 4**  
4 Organisms & Environments, PKG(50 Sets) of 1  
**\$24.00 per PKG(50 Sets)**

Click on the product you wish to order.

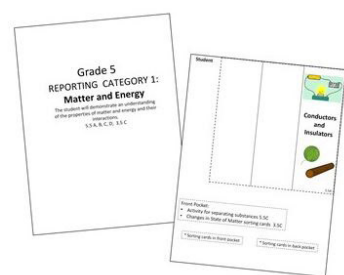
Print Shop Pro WebDesk(FBISD) [New Order](#) [My Orders](#) [Reports](#) [Admin](#) [More](#) ccicattello [Log Out](#)

View Cart

< All Categories  
Gr5 Science Fold-a-Lope  
STAAR Review

**F-A-L Gr5 Science 1**  
1 Star Review Matter & Energy, PKG(50 Sets) of 1

Price \$15.00 per PKG(50 Sets) (of 1)  
Delivery 1 to 10 days  
Details 11 sheets 2/sided BW 50 in set



Add to Cart or Continue Shopping to pick a different product.


Print Shop Pro WebDesk(FBISD) [New Order](#) [My Orders](#) [Reports](#) [Admin](#) [More](#) ccicattello [Log Out](#)

View Cart

< All Categories  
Gr5 Science Fold-a-Lope  
STAAR Review

**Shopping Cart**

Pricing for Print Shop

Item	Qty	Unit Price	Extended
 <b>F-A-L Gr5 Science 1</b> 1 Star Review Matter & Energy, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	<input type="text" value="1"/> <input type="button" value="Remove"/>	\$15.00	\$15.00

Subtotal	\$15.00
Sales Tax (0%)	\$0.00
Order Total	\$15.00

Continue Shopping to select another product or Checkout



Print Shop Pro WebDesk(FBISD) New Order - My Orders Reports Admin More - ccastello Log Out

View Cart

Shopping Cart  
Pricing for Print Shop

<< Continue Shopping      Update Quantity      Checkout

Item	Qty	Unit Price	Extended
F-A-L GFS Science 1 1 Star Matter Matter & Energy, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$12.00	\$12.00
F-A-L GFS Science 2 2 Force, Motion & Energy, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$12.00	\$12.00
F-A-L GFS Science 3 3 Earth & Space, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$18.00	\$18.00
F-A-L GFS Science 4 4 Operations & Environments, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$24.00	\$24.00

Stripes Cart

Summary:  
 Subtotal: \$66.00  
 Sales Tax (2%): \$1.32  
 Order Total: \$67.32

<< Continue Shopping      Update Quantity      Checkout

Print Shop Pro WebDesk 14.0.1.1

After adding all your product, then Checkout.  
You can view your cart at anytime.

Print Shop Pro WebDesk(FBISD) New Order - My Orders Reports Admin More -

<< Continue Shopping      View Cart

Contact Information

Contact Name: Charlotte Cicatello

Phone Number: 281.624.1614

Site / Dept: Print Shop (276)

Account Number: 000.00.0000.00.000.00.000

Shipping Information

Suggested Due Date: 6/16/2017

Delivery:  Hold For Pick Up  
 Ship To Address  
 Ship to Site

Attn: Charlotte Cicatello

Hall Stop:

Shipping Address: 555 Julia Rivers Drive

Address2:

City: Sugar Land

State (Abbreviation): TX

Postal Code: 77478

Country:

Special Instructions

Notes: **Special instuctions**

Select An Action

Choose the correct account number for the job by the pull down arrow. To add a new account number, please email Melissa Borecky for approval.

Review delivery method.

Submit order.