ORGANIZATION TIPS

NEED HELP ORDERING PROMOTIONAL MATERIALS?

WWW.UWP.EDU/EXPLORE/OFFICES/CREATIVESERVICES

CREATIVE SERVICES ORDERING INFORMATION

FOR STUDENT ORGANIZATIONS
WWW.UWP.EDU/EXPLORE/OFFICES/CREATIVESERVICES

ORGANIZATION TIPS

CREATIVE SERVICES STUDENT WORK ORDER PROCEDURE

1. To place an order for printed materials related to student organization business, go to https://www.uwp.edu/explore/offices/creativeservices/ and use the “Student Organization Store Front” link.

2. Log in using your organization’s e-mail and the password assigned to your organization’s Creative Services account. See Campus Activities & Engagement to obtain the password.

3. Select the type of printing you need, select quantity and size, and upload your image as a PDF.

4. Name the job (makes it easy to distinguish between orders).

5. Click “Add to Cart” and then “Proceed to Checkout.”

6. Provide a contact name and number.

7. For organizations with segregated fee accounts, the order will be directly charged back to the account. For all other organizations, the order will be invoiced to the private account. If you wish to pay cash, please type “cash” in the chargeback box.

8. Click “Place Your Order.”

9. Correspondence from Creative Services will be directed to your organization’s e-mail.

Additional resources:
- Organization Tip: Marketing and Promotion Design
  (for guidelines and tips on designing and displaying promotion)