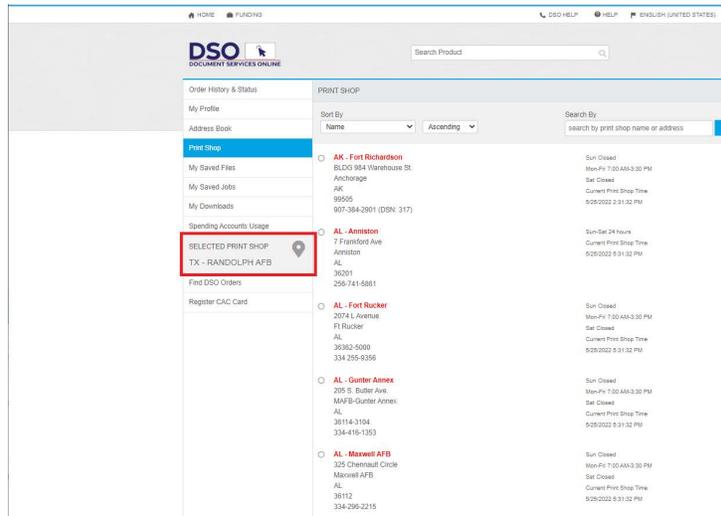


# Book Ordering Instructions

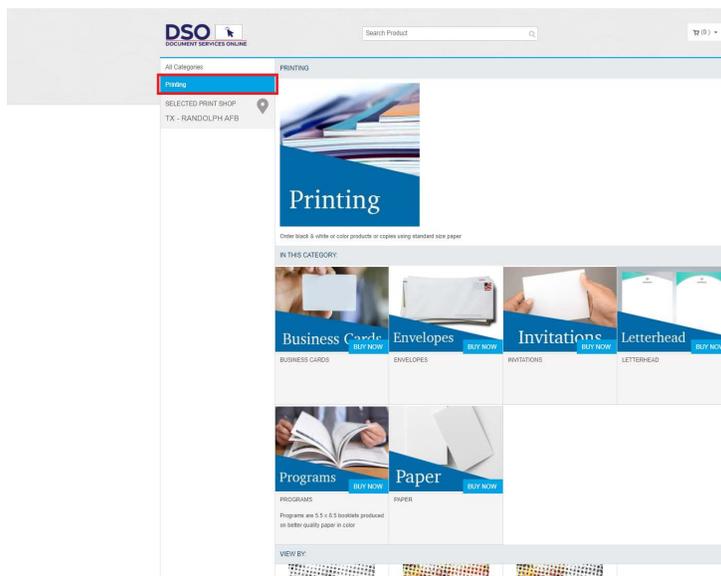
**Step 1: Create an account or login to Document Services Online (DSO)**

<https://dso.dla.mil/DSF/SmartStore.aspx?6xni2of2cF01Wh1WA1f8KvqWdFIzCmht0+f1rjakhLYZYEorRbI5CMSxx2CBgN1b#!/Storefront>

**Step 2: If not already selected, select the DLA Print Shop for your base/location.**



**Step 3: Select 'Printing'**



## Step 4: Select 'Color Print'

**Printing**

Order black & white or color products or copies using standard size paper

IN THIS CATEGORY:

 <b>Business Cards</b> BUY NOW BUSINESS CARDS	 <b>Envelopes</b> BUY NOW ENVELOPES	 <b>Invitations</b> BUY NOW INVITATIONS	 <b>Letterhead</b> BUY NOW LETTERHEAD
 <b>Programs</b> BUY NOW PROGRAMS Programs are 5.5 x 8.5 booklets produced on better quality paper in color	 <b>Paper</b> BUY NOW PAPER		

VIEW BY:

 <b>BW Print</b> BLACK AND WHITE Black and White printing only	 <b>Color Print</b> COLOR For full color printing only	 <b>Combination</b> COMBO Combination of black and white pages and color pages	
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## Step 5: Select 'Color Printing on 8.5x11 paper'

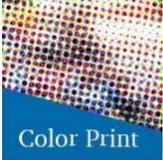
All Categories

Printing

**Color**

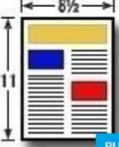
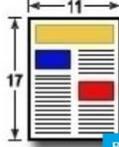
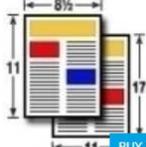
SELECTED PRINT SHOP  
TX - RANDOLPH AFB

**COLOR**



For full color printing only

IN THIS CATEGORY:

 <b>BUY NOW</b> COLOR PRINTING ON 8.5 X 11 Select this product to order <b>Color</b> copies on 8.5 x 11 paper	 <b>BUY NOW</b> COLOR PRINTING ON 11 X 17 Select this product to order <b>Color</b> copies on 11 x 17 paper	 <b>BUY NOW</b> COLOR PRINTING ON MULTIPLE Select this product to order <b>Color</b> copies on both 8.5 x 11 AND 11 x 17 paper
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## Step 6: Click 'Buy Now'

Color Printing on 8.5 x 11 X

Item No.:

Select this product to order **Color** copies on 8.5 x 11 paper

## Step 7: Type in a Job Name (example: AFDP 1) and then click 'Add Files'

Color Printing on 8.5 x 11

Files

\* Job Name

Quantity  Pages

**Print Options**

**Print Options**

Media/White Bond 8.5 ...

Print In Color/Sides Print in Color, Single Sided ▶

Orientation Portrait ▶

Tabs No Tabs ▶

Copy Sperator No ▶

**Cover Options**

Front Cover No Front Cover ▶

Back Cover No Back Cover ▶

Lamination No Lamination ▶

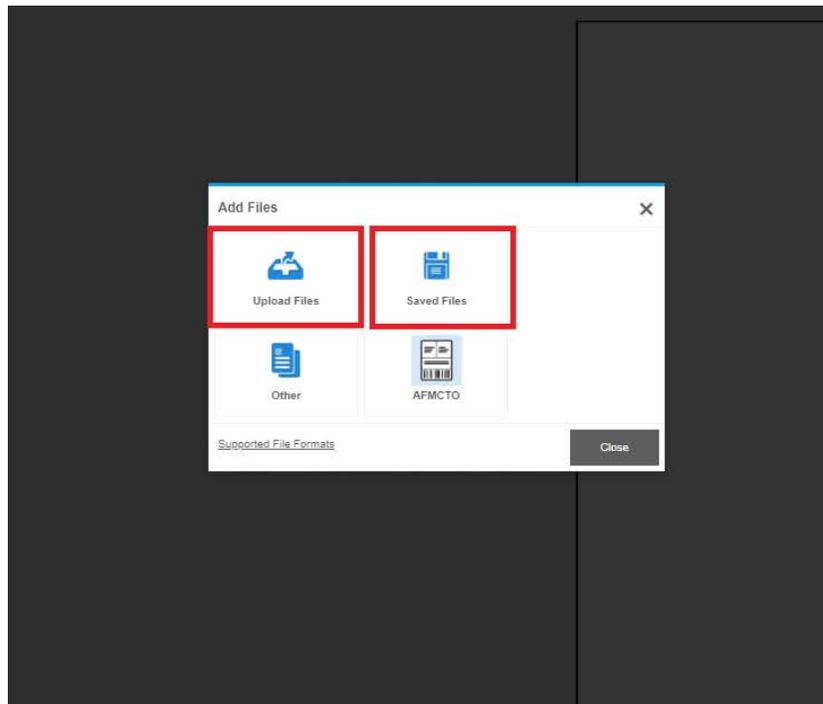
**Finishing Options**

Drill No Drill ▶

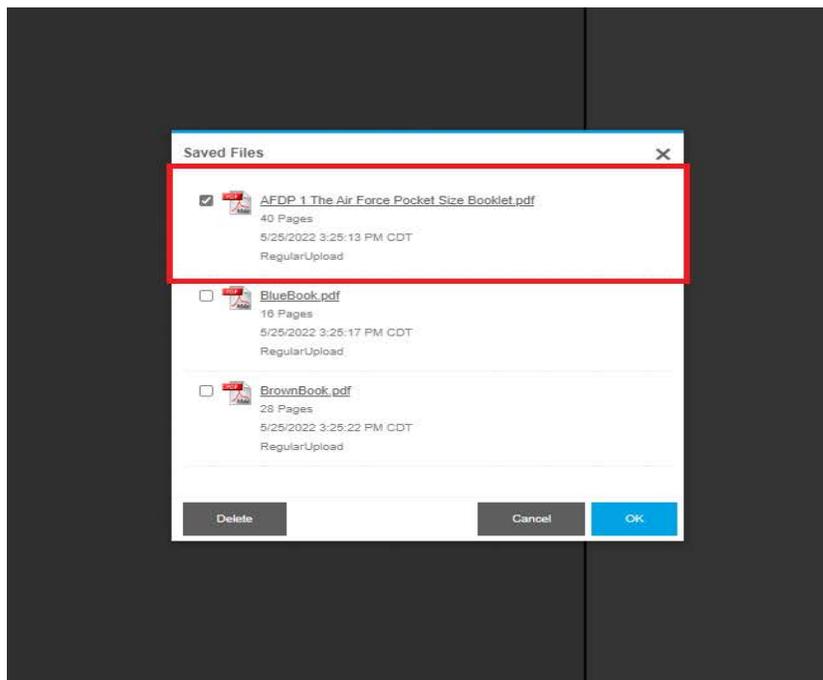
Fold No Folding ▶

Binding ▶

**Step 8: Select 'Upload Files' or 'Saved Files'. Select 'Saved Files' if you've uploaded the books to your profile already.**



**Step 9: If you select 'Upload Files', navigate to the file location. If you saved the file to your profile (below example), select the file and click 'OK'.**



**Note: Pages will auto-populate**

Color Printing on 8.5 x 11

Files Add Files

AFDP 1 The Air Force...

\* Job Name  
AFDP 1

\* Quantity  \* Pages

**Print Options**

Print Options

Media(White Bond 8.5 ...

Print In Color/Sides  
Print in Color:Single Sided

Orientation  
Portrait

Tabs  
No Tabs

Copy Separator  
No

**Cover Options**

Front Cover  
No Front Cover

Back Cover  
No Back Cover

Lamination  
No Lamination

**Finishing Options**

**Step 10: Enter Quantity (based on you requirements).** Note: Price shown is based 8 x 11 printed books and not the actual size you will purchase.

\* Job Name  
AFDP 1

\* Quantity  \* Pages

**Print Options**

Print Options

Media(White Bond 8.5 ...

Print In Color/Sides  
Print in Color:Single Sided

Orientation  
Portrait

Tabs  
No Tabs

Copy Separator  
No

**Cover Options**

Front Cover  
No Front Cover

Back Cover  
No Back Cover

Lamination  
No Lamination

**Finishing Options**

Drill  
No Drill

Fold  
No Folding

Binding  
No Binding

Staple  
No Stapling

Cutting  
No Cutting

Shrink Wrap  
No Shrink Wrap

Special Pages

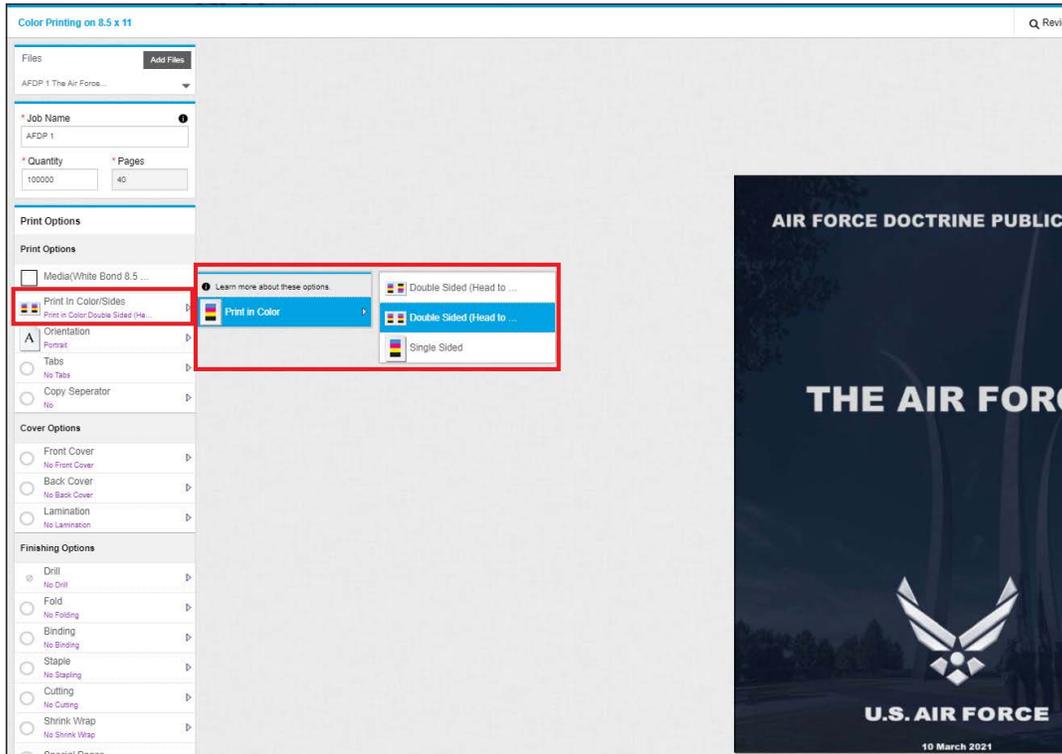
Special Instructions

1 / 40

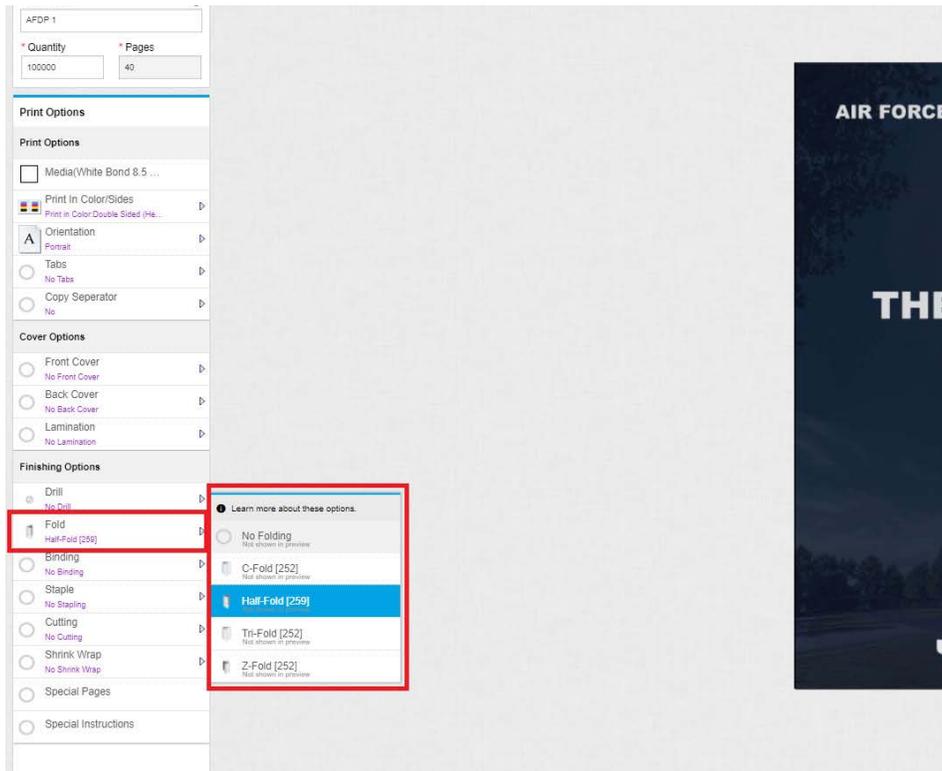
Unit Price \$9.600000 Total Price \$960,000.00

**Note: Steps 11-14 are optional and can be skipped. These are already in the special instructions (Steps 15 & 16).**

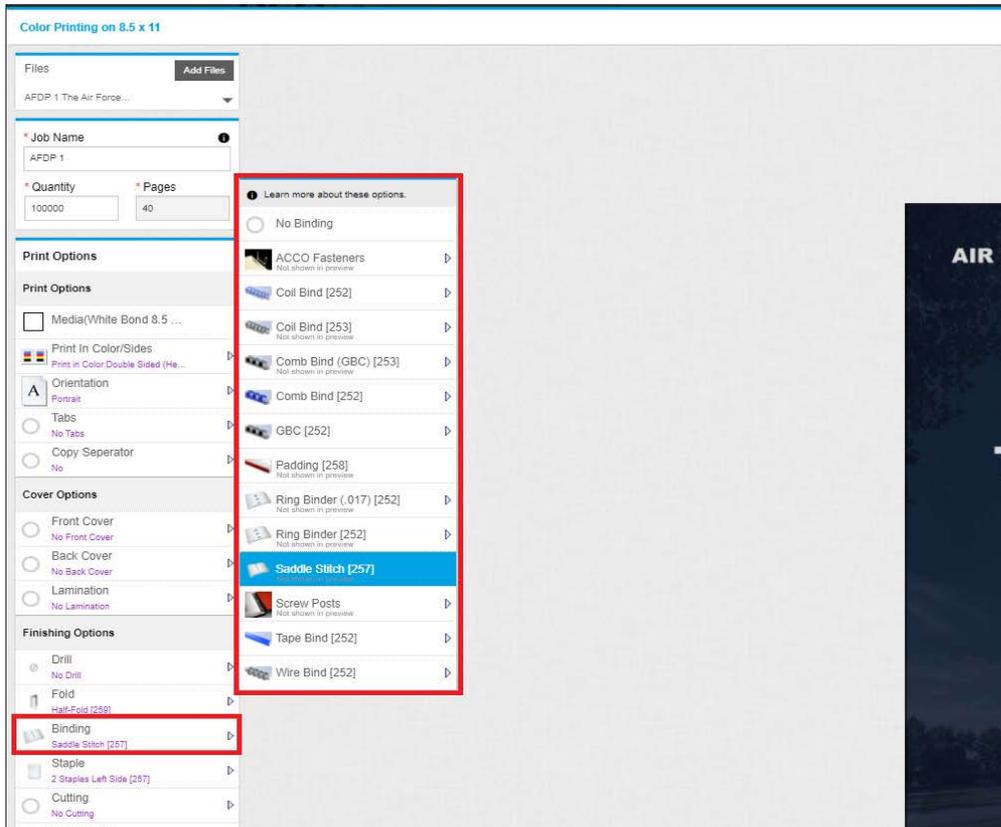
**Step 11: Select 'Print in Color/Slides' -> Print in Color -> Double Sided (Head to Head)**



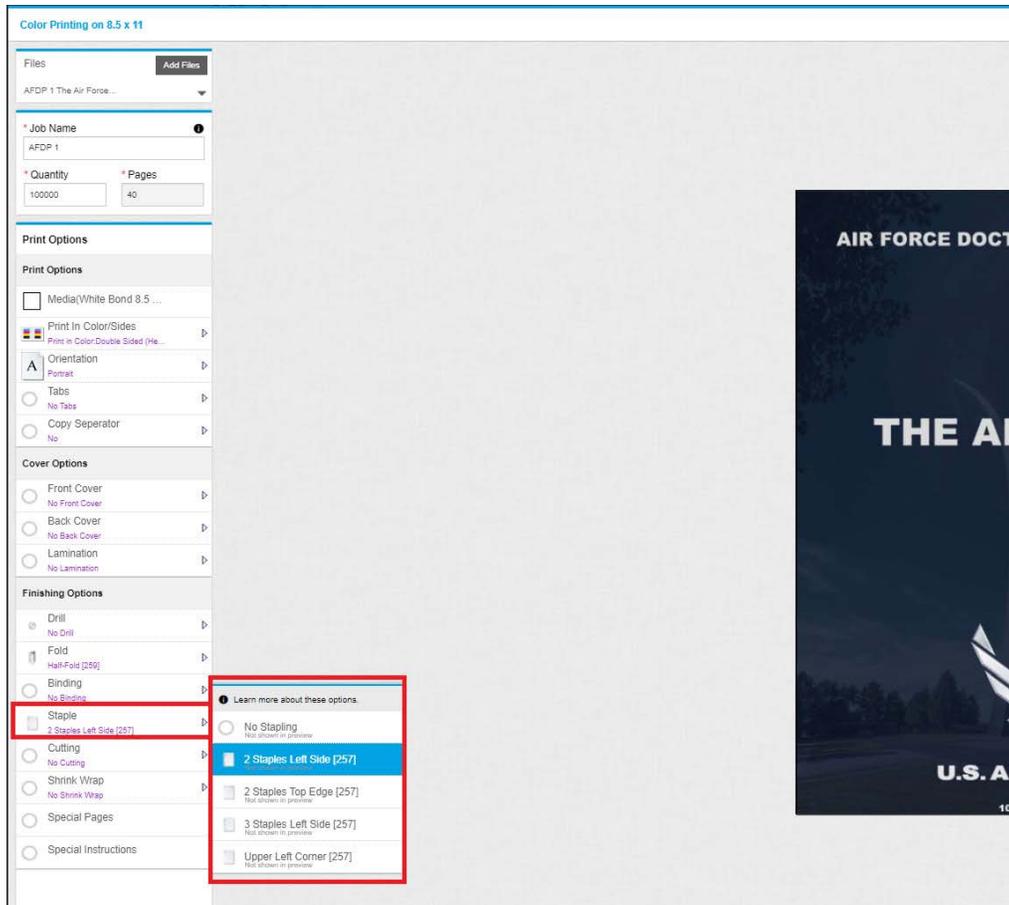
**Step 12: Select 'Fold' -> Half-Fold**



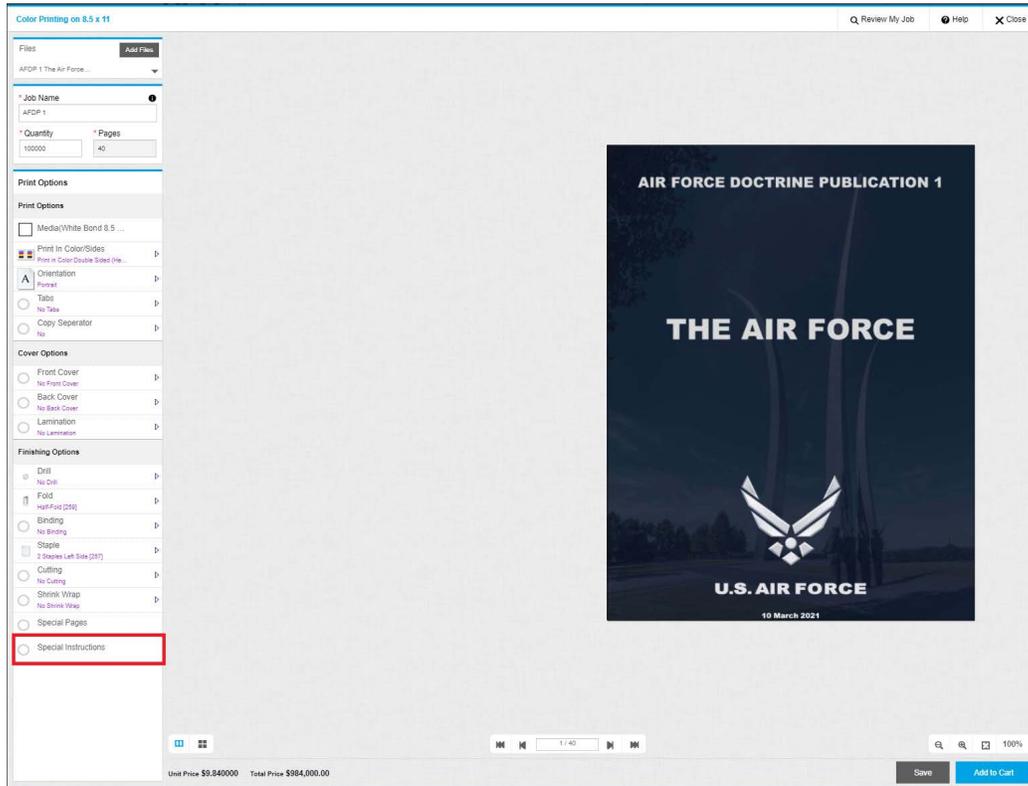
### Step 13: Select 'Binding' -> Saddle Stitch



### Step 14: Select 'Staple' -> 2 Staples Left Side

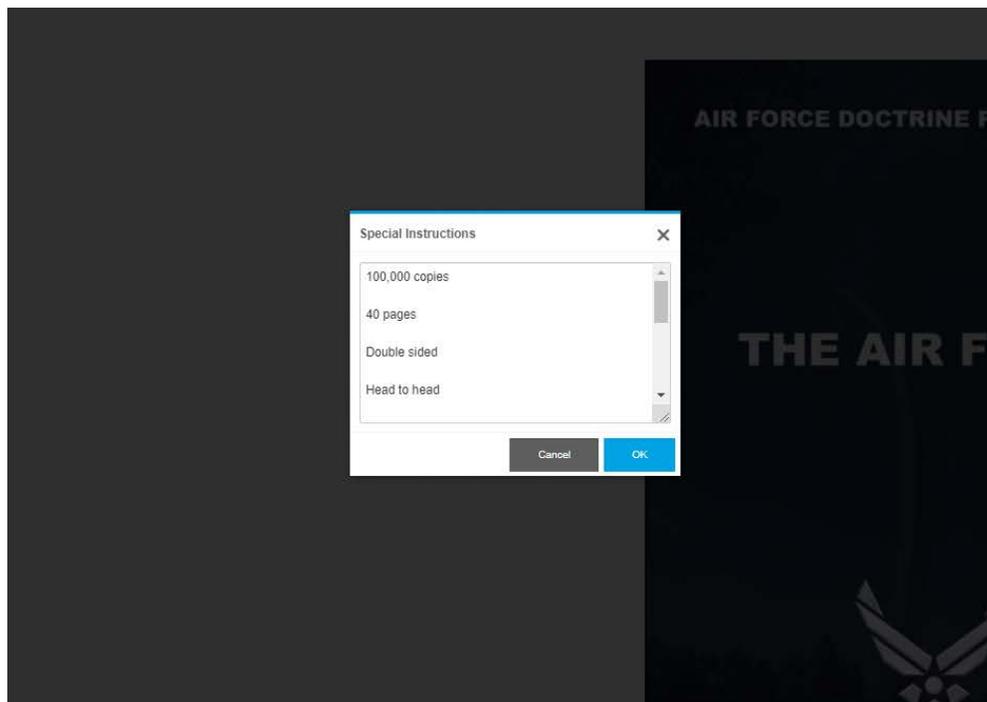


## Step15: Select 'Special Instuctions'

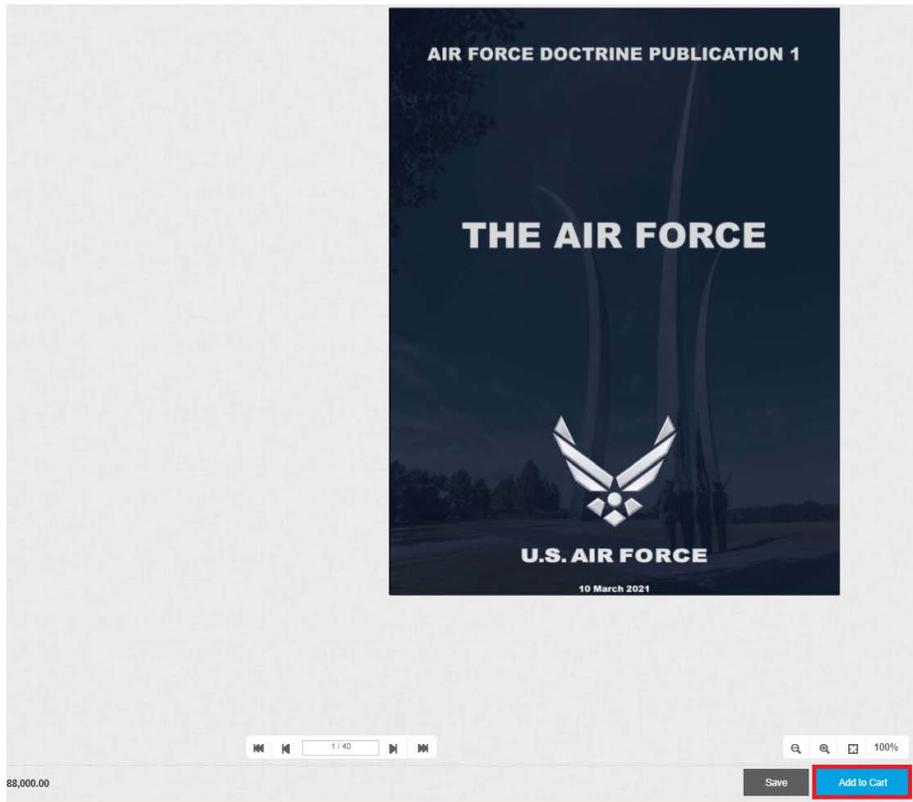


**Step 16: Type or copy/paste the special instructions provided to you and then click 'OK'.**

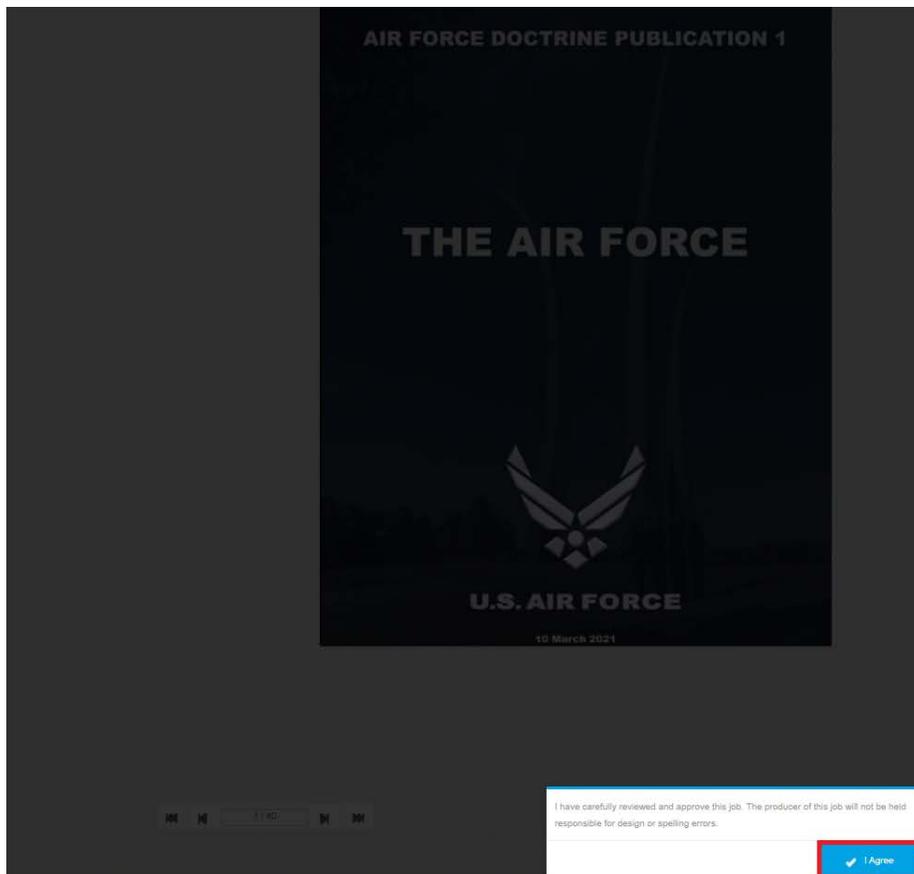
**Note 1: This can be found in the email sent to you. Note 2: Ensure you enter the correct quantity of copies in the special instructions.**



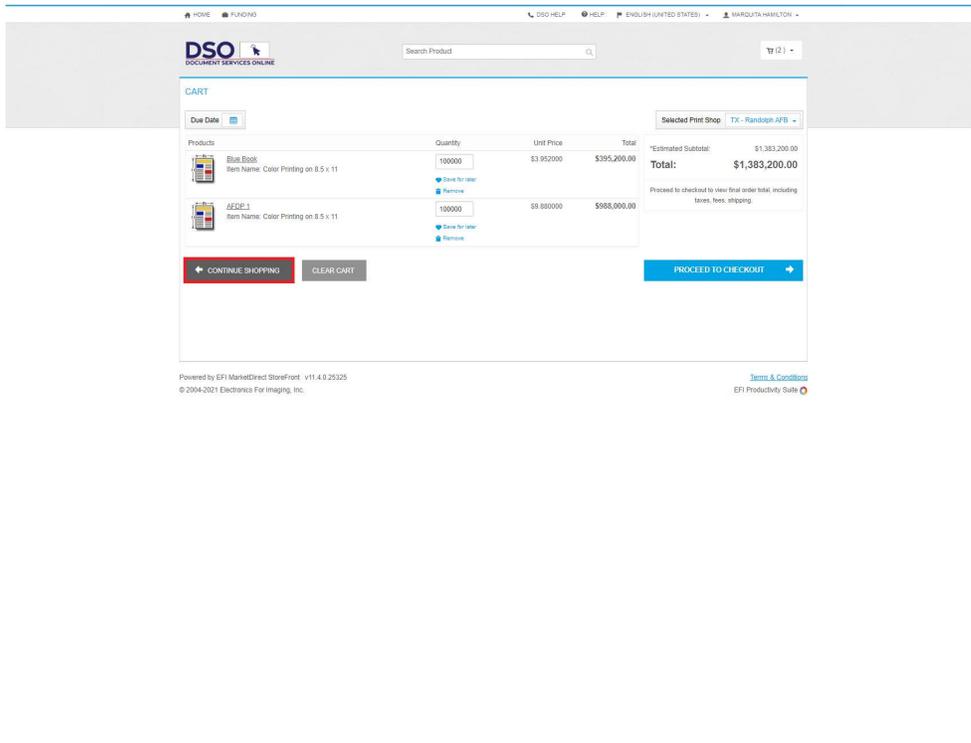
**Step 17: Click 'Add to Cart'**



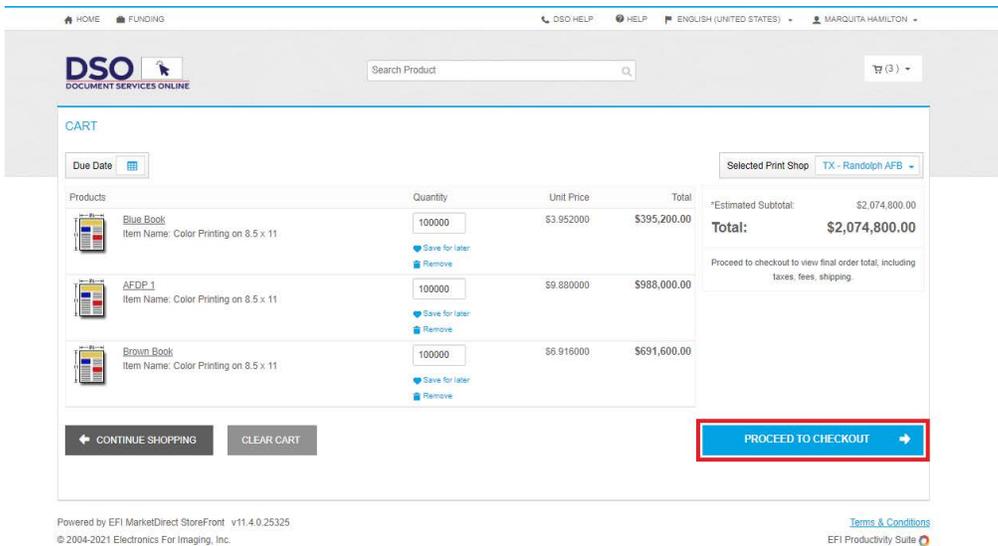
**Step 18: Click 'I Agree'**



**Step 19: Click 'Continue Shopping' to create another job order. Once you have created all job orders for your purchase, continue to Step 20.**

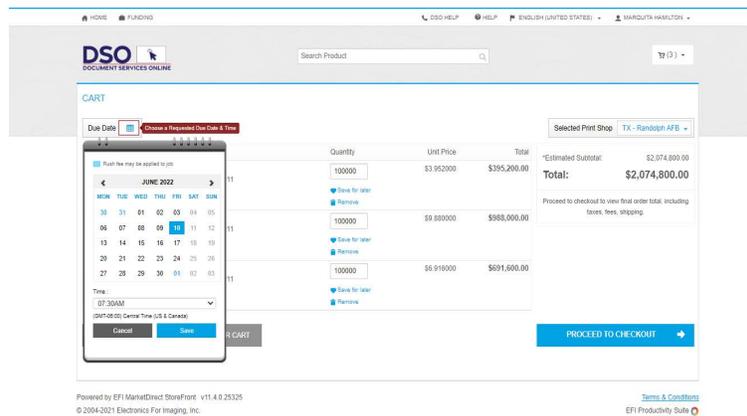


**Step 20: Click 'Proceed to Checkout'**

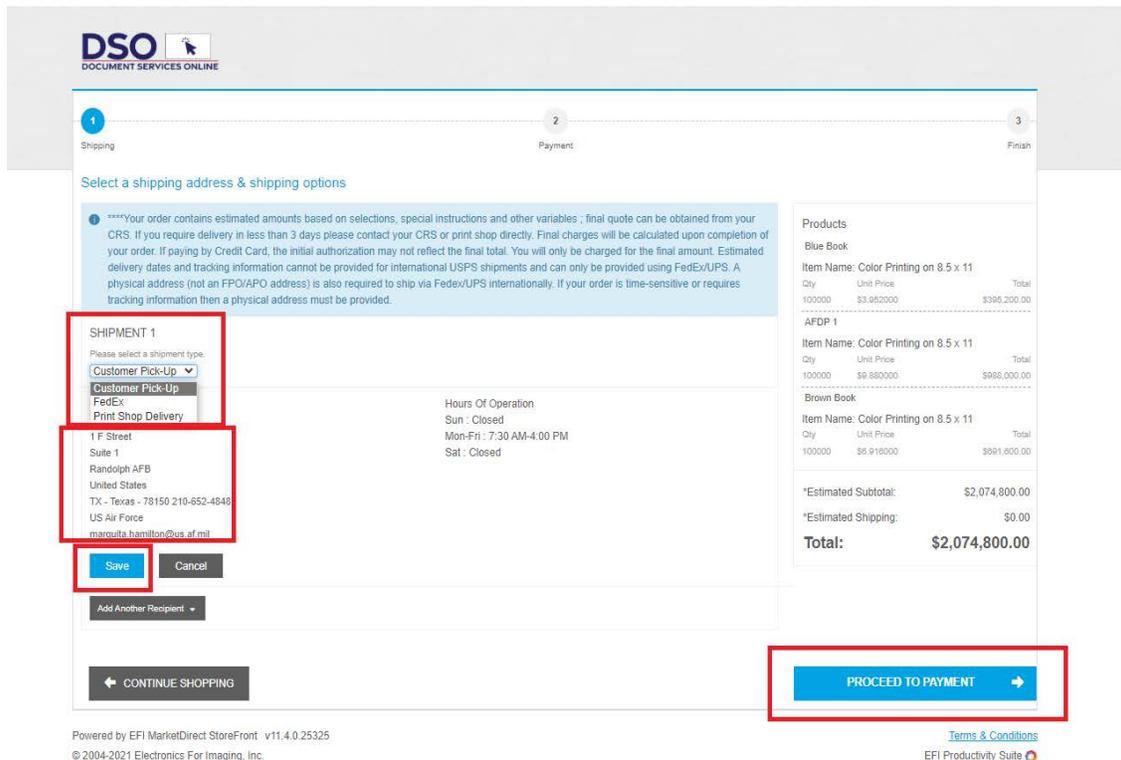


**Step 21: Select 'Due Date' and select the date you would like to receive your order.**

**Note: You are just requesting the date and there is no guarantee you will receive your order by this date. Your DLA representative will be able to provide you with a better estimate.**



**Step 22: Select 'Shipment Type' and ensure your address is correct. Click 'Save' and then 'Proceed to Payment'**



**Step 23: Select your payment method. If you are ready to purchase, select 'MIPR, CC, Check' and follow the remaining prompts. If you are not ready to purchase or haven't received your funds, select 'Not Funded' and follow the remaining prompts.**

DSO DOCUMENT SERVICES ONLINE

HOME FUNDING DSO HELP HELP MARGUITA HAMILTON

1 2 3

Step 2: Payment

How would you like to pay?

\*\*\*\*\*Your order contains estimated amounts based on selections, special instructions and other variables; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount. Estimated delivery dates and tracking information cannot be provided for international USPS shipments and can only be provided using FedEx/UPS. A physical address (not an FPO/APO address) is also required to ship via FedEx/UPS internationally. If your order is time-sensitive or requires tracking information then a physical address must be provided.

PAYMENT METHOD

Please select a payment type:

MIPR, CC, Check  Not funded

MIPR, CC, CHECK

Thank You!  
Please continue to provide funding details

CONTINUE SHOPPING

ADD FUNDING DETAILS

Products

Blue Book

Qty	Unit Price	Total
100000	\$3.950000	\$395,000.00

AFDP 1

Qty	Unit Price	Total
100000	\$9.880000	\$988,000.00

Brown Book

Qty	Unit Price	Total
100000	\$9.915000	\$991,500.00

\*Estimated Subtotal: \$2,074,800.00  
\*Estimated Shipping: \$0.00  
**Total: \$2,074,800.00**

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