

ONLINE QUOTING AND ORDERING

Using our online quote calculator, you can generate a wide variety of quotes ranging in page count, quantity and detailed specification.

Step 1: Visit www.printondemand-worldwide.com and click **Instant Quote**

The screenshot shows the homepage of printondemand-worldwide.com. At the top left is the logo with flags for the UK, USA, and Australia. To the right are input fields for 'Email address' and 'Password', and a 'Log In' button. Below the logo is a navigation menu with links: Instant Quote, Book Printing, Self Publishing, Trade Publisher, Book/Vault, Colour Printing, Direct Mail, Environment, Contact Us, and Resources. The main banner features the text 'Your Complete Publishing Solution' and a 'Get an Instant Quote' button. Below the banner are three service highlights: 'Black and White Books' (high quality digital mono books, range of USA/Australia production, instant online quote available, from 1,200 copies), 'Affordable Colour Printing' (high quality colour books, reductions for under 70% ink coverage, instant online quote available, from 1-1000 copies), and 'Case-bound & Bespoke Finish' (custom case binding options available, P/R binding, full binding, wide, instant online quote available, from 1-1000 copies). A green bar at the bottom of the highlights says 'Get an instant printing quote, pay online and track your jobs progress...' and a red button says 'Quote and Order Online'. At the very bottom, there are four columns of text: 'Are you a Publisher with over 50 titles?', 'Are you a Self Publishing Author?', 'Want print-on-demand direct distribution?', and 'Customer services are available to help...'.

Our website also highlights some of the other services we offer. Visit the Resources page for information on how to setup your files for PPC's as well as to calculate your book spine width.

Step 2: Choose your specification

Get a quotation for your book

Have you [downloaded our step by step guide](#) (PDF 723kb) to using the Online Ordering system?

Format

Menu/Colour: Stack and White Inners

Book Finish: Perfect Bound with Colour Cover

Paper Stock: XGsm Val 20 Muklan Bookcover

Orientation: Portrait

Book Size: Choose a size

Page Count:

Quantity:

Additional Information

Full Colour Cover With Lamination: Gloss

Proofing: Standard loose leaf proof

Additional Colour Pages:

Ordering Information

Run Type: New Order

No Delivery Required:

Quotation

To see your quote onscreen and in your email inbox as well as proceed with an order, please enter your email address below:

Email Address:

Check here to receive our email news and offers

Where did you first hear about us?

You can subscribe or unsubscribe from our newsletter at any time in the future following the unsubscribe link on our email marketing, or by emailing info@printondemand-worldwide.com

Hang on!
While we think our prices are the most competitive around, if you do find a

Want Publishing Trade Prices?
NEW SERVICES
For publishers with over 50 titles, we now offer bespoke pricing and services.

Have You Written A Book?
For authors, Fast-Print Publishing services can help you with design and editing, through to distribution and marketing.

Special Offers!
SPECIAL OFFER
Add 10 Special Rates

Work your way down the form, choosing the options that are correct for you and entering the page count and the quantity of books you require.

Hover over the Question marks for more help and information.

Enter your email address and press the Get Quote button to display the price on screen.

Step 3: Get an instant quote

Get a quotation for your book

Have you [downloaded our step by step guide](#) (PDF 723kb) to using the Online Ordering system?

Your Instant Quote

£330.69

This Quote is based on 100 copies at a unit cost of £3.332

Click continue to access your user panel where you can proceed with your order, or feel free to get another quote below.

[Continue](#)

SPECIAL OFFER
Add 10 Special Rate
hardbacks to your order

10 Hardback copies of your book for an additional £106.32*
(* Offer available on confirmation of order)

Want Publishing Trade Prices?

NEW SERVICES

For publishers with over 50 titles, we now offer bespoke pricing and services.

[Get a Trade Quote](#)

[View Trade Services](#)

The quote you see on screen will also be emailed to you for reference. You can change the specification and quantities and repeat the process as many times as you like.

When you are ready to place an order, you will need to log in to the system (after pressing Continue from the screen above, or after clicking the link in the emailed quote, or when accessing the Ordering System elsewhere).

Email address:

Password:

[Register here](#) [Forgotten password?](#) [Login](#)

Step 4: Managing your quotes

Online Book Ordering System Quote • Pay • Upload • Track sagepay

My Books

Welcome to your admin page info@printondemand-worldwide.com
This is the section of the site where you will be able to follow the status of your books and amend any of your user details.

[New Quote](#) [Amend your profile](#) [Log out](#)

Quote Administration
Order one of your last five quotes

Quote #	Quote Info	Pages/Copies	Value	Action
56555	Black and White Inners Standard (197mm x 132mm) Perfect Bound with Colour Cover	180/75	£258.90	Order
55859	Black and White Inners Standard (197mm x 132mm) Perfect Bound with Colour Cover	120/122	£318.08	Order
51432	Black and White Inners Standard (197mm x 132mm) Perfect Bound with Colour Cover	100/100	£265.40	Order
58522	Black and White Inners Standard (197mm x 132mm) Perfect Bound with Colour Cover	100/100	£265.40	Order

Useful Information

[View our Online Ordering System Guide - download PDF](#)

Before uploading files, please check you have:

- 2 PDF files: 1 for the Cover, 1 for the Text
- Zipped (compressed) your files if they are over 10Mb
- Created your PDF using single page order (from front to back)
- Embedded all required fonts and images into the PDF
- Given our Customer Services Staff a call on 01733 237867 if you are unsure of anything

Please view the [file specifications](#) page for more clarification.

All orders submitted are subject to our standard [terms and conditions](#)

Unsure what spine width your cover needs to be set to? Use our handy [spine width calculator](#)

When you login and manage your quotes and orders on the My Books page, all of your orders will be listed at the top of the page with the last 5 quotes shown further down the page.

You can also get a new quote, amend your profile (name, address, telephone number etc) and logout from this screen.

There are links to our File Specifications (see also page 85) and our Standard Terms and Conditions (page 91).

To convert a quotation to an order, locate the correct quote and click the green Order button to navigate to the next screen.

Step 5: Placing your order

Online Book Ordering System Quote • Pay • Upload

Order Confirmation

A to Other
1 High Street
Any Town
County
AB1 0DE
UK
Date: 14.09.2009
Quote No: 56556
(Please quote this number in any communications about the order)

Book Details	Quantity	Unit Price	Total
This is a New Order to be printed from a PDF	75	£3.244	£243.27
Number of pages:	100		
Size:	Standard (W56mm x 112mm)		
Type:	Black and White Interiors		
Binding:	Perfect Bound with Colour Cover		
Stock:	80gsm White Opaque		
Orientation:	Portrait		
Lamination:	Gloss		
Proof:	Standard loose leaf proof		
EndBook:	Standard		
Colour inserts:	0		
To see UK address, please contact us for special delivery requirements Delivery			£15.63
TOTAL:			£258.90

The next screen confirms your order, listing the specification that you have chosen.

Fill in the delivery address and identifying details for your book (title and ISBN if you have one).

Choose additional options to see the updated price, and you can also add a note or comments to the order.

Please ensure this is correct, amending if from your default if necessary:

Address line 1:
 Address line 2:
 Address line 3:
 City:
 County:
 Country:
 Postcode:

Additional Information

Book Title:
 ISBN No:

SPECIAL OFFER
 Add 10 Special Rate backlinks to your order +10 Backlink copies of your book for an additional £106.20*

TOTAL: £336.89

Add a Note to the Order:

I confirm I agree to the [terms and conditions](#)
 I understand that files will be printed strictly as supplied. I have supplied files further to the [File Specification Guidelines](#)

1. Definitions In these conditions "the company" means PRINTONDEMAND-WORLDWIDE and "the customer" means the person or company to whom this document is addressed. The order are the quote (including an attachment of the quote as may part of some) and services that "the company" has contracted to supply in accordance with the conditions

Click Confirm Order to proceed to Payment.

Step 6: Paying for your order

Book Details	Quantity	Unit Price	Total
	75	£3.907	£293.00
Book Title: My First Book ISBN No: 97898745214 IMPORTANT: This order has been upgraded to Fast Track for urgent production			
Delivery			£15.63
			TOTAL: £308.62


Confirm Details

Confirm your billing details and continue.
 If your billing address is incorrect please amend it in your [User Profile](#) before proceeding.

Order Payment

You will be taken to the SagePay secure payment page. SagePay will issue you with a receipt of payment and we will automatically generate an invoice which will be emailed to you.

Billing Address:	Delivery address:
9 Culley Court	9 Culley Court
Orton Southgate	Orton Southgate
Peterborough	Peterborough
Camb	Camb
UK	UK
PE2 6XD	PE2 6XD



[Proceed](#)

Confirm your billing and delivery addresses for your book order before proceeding to payment.

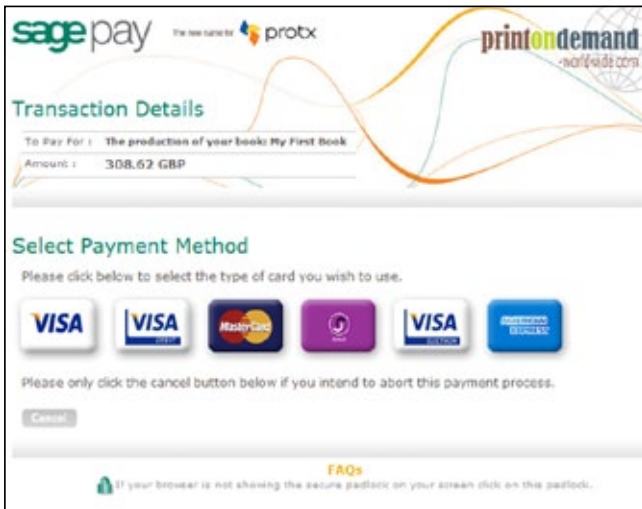
If you are an Account Customer, this screen will display an input box for you to enter a purchase order number. A copy of the invoice will be emailed to you.

To apply for Account Customer status, (default users can only pay using credit or debit cards), please contact Customer Services.

Step 7: **Secure card payment**

We use Sagepay to take debit and credit card payments.

Sagepay are an accredited payment service provider. They handle your credit card transaction in a highly secure environment.



Once you have entered and submitted your card details to Sagepay, you will be returned to the Printondemand ordering system.

A copy of the invoice will be emailed to you confirming the job specification and that payment has been successful, and Sagepay will also email you a receipt.

Step 8: Managing your order

After payment has been taken, you will be redirected back to the My Books page to manage your orders and quotes. You will notice now that your order has moved into Order Administration.

Welcome to your admin page info@printondemand-worldwide.com
This is the section of the site where you will be able to follow the status of your books and amend any of your user details.

[New Quote](#) [Amend your profile](#) [Log out](#)

Order Administration

Follow the status of your orders through the system.

Order #	Book name	Value	Status	Action
1604	My First Book S7001919191 View Summary	£554.85	Awaiting Files	Supply Files

Quote Administration

Order one of your last five quotes

Quote #	Quote Info	Pages/Copies	Value	Action
33620	Full Colour Inners A4 (297mm x 210mm) Saddle Stitched Booklet	32/50	£301.20	Order

Useful Information

[View our Online Ordering System Guide](#) - [download PDF](#)

Before uploading files, please check you have:

- 2 PDF files: 1 for the Cover, 1 for the Text
- Zipped (compressed) your files if they are over 10MB
- Created your PDF using single page order (from front to back)
- Embedded all required fonts and images into the PDF
- Given our Customer Services Staff a call on 01733 237967 if you are unsure of anything

Please view the [file specifications](#) page for more clarification.

All orders submitted are subject to our standard [terms and conditions](#)

Unsure what spine width your cover needs to be set to? Use our handy [spine width calculator](#)

The status (see above) is listed as Awaiting Files, so this job cannot progress until you are ready to supply us with your print-ready artwork – click the Supply Files button next to your order and see Step 9.

As the job progresses, this Status is updated throughout, meaning that you can track progress of your job.

There is also a link allowing you to View Summary of your job. You can access this at any time to see estimated completion dates as well as the full information you have submitted previously – see Step 10.

Step 9: Supplying your files

The screenshot shows a web form titled "Easy Upload" with the subtext "Send us your book." The form is divided into three main sections:

- My First Book:** Contains the text "Order No: 1604" and an email address "info@printondemand-worldwide.com".
- Upload Instructions:** States "The best way to supply us with your PDF or ZIP file, is to use the upload feature below, after reading our [specification guidelines](#)." Below this is a "File" input field with a "Browse" button and a green "Submit" button.
- Do this later?:** Offers an option to return to the page later, with a green "Return to My Books" button.
- Alternative Delivery Methods:** Provides instructions for those having trouble uploading, with a text area containing the message: "I will send you a CD containing the artwork for this book. It will be with you on Wednesday. Thanks :)" and a green "Submit Note" button.

You have three choices on this page:

1. Upload your PDF/ZIP files immediately
2. Do this later (Return to My Books)
3. Arrange alternative file delivery (e.g. post a CD)

Please ensure you have read our file specification guidelines (online or on page 85). If you have any problems supplying us with files at this stage, please contact us immediately. Once you have supplied us with your files, you will be returned to the My Books page – see Step 10.

Step 10: Tracking your order

On the My Books page, you can click on the View Summary link next to each order, which displays the following Order Summary.

Order Summary

Order: 1604 Order Date 06-04-2009 <i>If timescales are critical please contact customer services to confirm actual dates.</i> Estimated Proof Date 13-04-2009 Book Name My First Book ISBN No 97801919191 Price £654.95 Order status: In Production - To Proof Customer Order User - info@printondemand-worldwide.com	Address: Publisher 1 High Street Anytown AB1 2CD UK
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Book Details

This is a **New Order** to be printed from a PDF.

Number of pages: 168
Size: **A5 (210mm x 148mm)**
Type: **Black and White Inners**
Binding: **Perfect Bound with Colour Cover**
Stack: **100gsm White Opaque**
Lamination: **Gloss**
Orientation: **Portrait**
Proof: **Standard loose leaf proof**
EcoBook: **Standard**
Colour Inserts:

Unit Price	Total
£2.956	£629.36
Delivery	Total
£26.50	£654.95

Delivery Address:
1 High Street
Anytown
UK
AB1 2CD

The Order Summary above shows that this order has a status of "In Production – To Proof", and gives an Estimated Proof Date.

Once you have approved the proof, an Estimated Despatch Date will be shown and the status will update again once despatched. Shipping tracking will be added to the system in the coming months.

These dates are estimates only – if you have critical timescales, then you must contact Customer Services.

Summary: Using the Online Ordering System

If you have any questions about the ordering system, or come across any problems at all, our Customer Services team are here to help. You can contact them by telephoning 01733 237867 or by emailing info@printondemand-worldwide.com

Step 1: **Visit www.printondemand-worldwide.com**

Step 2: **Choosing your specification**

Step 3: **Get an instant quote**

Step 4: **Managing your quotes**

Step 5: **Placing your order**

Step 6: **Paying for your order**

Step 7: **Secure card payment**

Step 8: **Managing your order**

Step 9: **Supplying your files**

Step 10: **Tracking your order**

