

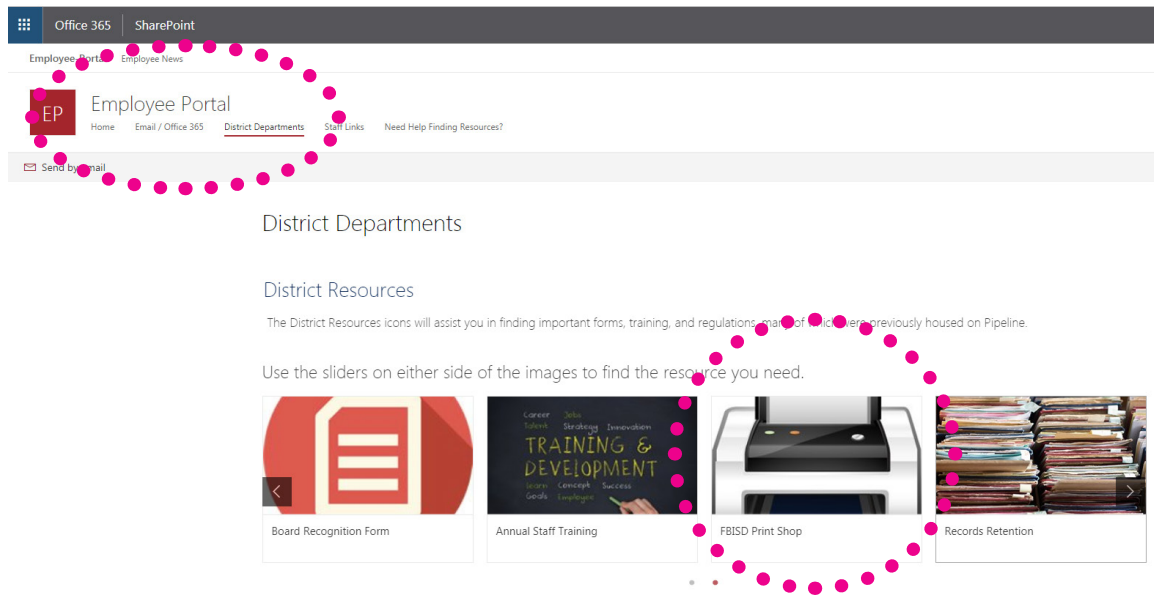
Step 1- Registration in Print Shop Pro

Log onto <https://www.fortbendisd.com/printshop>

or the following steps

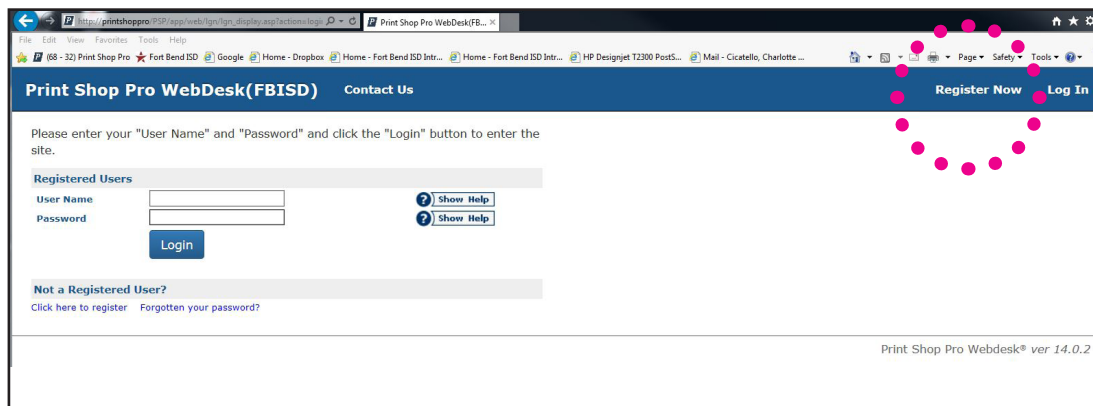
FBISD Homepage > Staff > District Departments > District Resources > FBISD Print Shop

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:

dlprintservices@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.

Print Shop Pro WebDesk(FBISD) [Contact Us](#)

Enter some basic information in order to take advantage of the features this site has to offer.

All fields are required.

Enter Your Contact Information

First Name: Administrative
Middle Initial:
Last Name: Assistant
Email Address: admin.assist@fortbendisd.com [Show Help](#)
Phone Number: 000-0000 [Show Help](#)
Site: Print Shop
Site Mail Stop or Area:
Site Address Line 1: 555 Julie Rivers Drive [Show Help](#)
Site Address Line 2:
Site City: Sugar Land
Site State: Texas
Site Postal Code: 77478
Site Country:
Create Your Login
User Name: admin.assist
Password:
Confirm Password:
Select an Action
[Register](#) [Back](#)

Make sure you use the email correct format

If needed, there is a "forget password" when you log in

If you have any questions contact Juan Barrera at 281-634-6036,
Melissa Borecky at 281-634-1816, or Ray Perez at 281-634-1814
OR

*****PrintShop Group Email: **dlprintservices@fortbendisd.com**

Step 2- Print Orders - Print Shop Pro

Log onto <https://www.fortbendisd.com/printshop>

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) Contact Us Register Now Log In

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

FBISD PRINT SHOP

Color Copies
Black & White Copies
Carbonless Forms
Businesscards Notepads
Envelopes Letterhead
Notecards Invitations
Postcards Folders
Posters Banners
Brochures Booklets

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.

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.

8½
x
11

8-1/2 x 11

8½
x
14

8-1/2 x 14

11
x
17

11 x 17

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	



<< Back **Continue >>**


<http://printshoppro/PSP/app/>

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

Binding


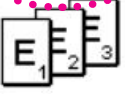
☐ None

☒ None ☐  Staple 1 Top ☐  Staple 2 Side

☐  Staple 2 Top

Collating

☐ No Collating ☒ Collate

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 OrderMy OrdersReportsAdminMore

ccicattelloLog

Order Filter for Charlotte Cicattello

Print CategoryAll Orders

Status CategoryAll

Order TypeAll Types

Site/Dept

Job Name

OrderID

Created Date Start

Created Date End

Project Contains

Status Date Start

Status Date End

Requisition# Contains

Records per Page100

Account NumberContains

☐ Shipped

☒ My Orders Only

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	View
7941	Store	n/a	Manager Store Order 7941		Print Shop		\$0.00	4/13/2017	5/23/2017	No	Denied	View
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	ViewEdit

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

Contact Charlotte Cicatello

Finish Size 8-1/2 x 11

Status Quote Only

Date Due 6/22/2017

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

Estimate\$1.70

Price Each(\$0.02 per Set)

Job Summary - Order#: 51263

Job Name

Sample Job 6/13/2017

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

StatusQuote Only

Date Due6/22/2017

Due Time

Graphic Design

Printing

of Copies

100

Special Instructions

(Cloned From Order#51255)

Purpose	Size	Style	Color	Weight	Sides	Originals	
Paper	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



Booklets


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



3 3/4 x 8 1/2



4 1/4 x 11

Step 3: Printing Order Information

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

Contact Charlotte Cicattello

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 checked="" type="radio"/> Celestial Blue | <input type="radio"/> Cosmic Orange |
| <input type="radio"/> Galaxy Gold | <input type="radio"/> Gamma Green |
| <input checked="" type="radio"/> Liftoff Lemon | <input type="radio"/> Lunar Blue |
| <input type="radio"/> Orbit Orange | <input type="radio"/> Planetary Purple |
| <input type="radio"/> Pulsar Pink | <input type="radio"/> Re-entry Red |
| <input type="radio"/> Rocket Red | <input type="radio"/> Solar Yellow |
| <input type="radio"/> Terra Green | <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	
Edit	Main Paper	Color Copy Text	White	28#	Two Sided	6 / 6	
Edit	Additional Stock	Astrobright Cover	Liftoff Lemon	65#	One Sided (Front)	1	Delete

[Back](#)

[Add Another Stock](#)

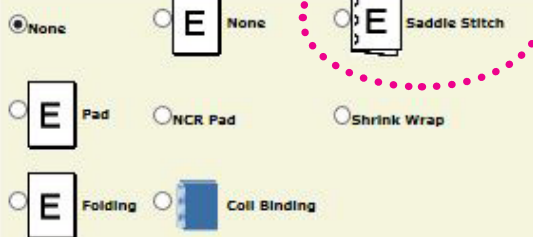
[Continue](#)

Step 7: Finishing

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

Binding

None [Change](#)



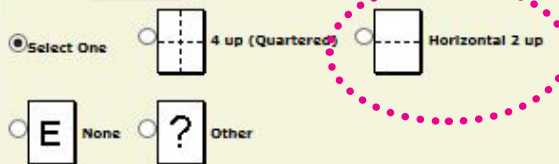
Choose your folding or cutting according to the finished sized that you picked.

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.



Attach a File

[Click Here for File Type Guidelines](#)

Click Browse to Select a File

Select Attachment Type

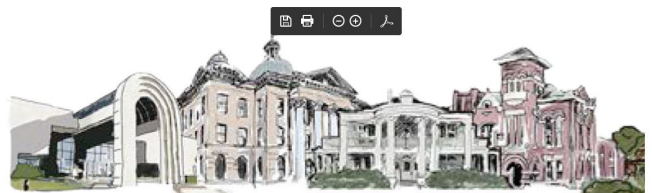
Document

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.

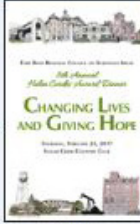


FORT BEND REGIONAL COUNCIL ON SUBSTANCE ABUSE

8th Annual

Step 8: Attach Files

Attached Files

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

[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:

Mail Stop:

Shipping Address:

Address2:

City:

State (Abbreviation):

Postal Code:

Country:

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

[Back](#)

[Save As Quote](#)

[Cancel Order](#)

[Finish](#)

File Edit View Favorites Tools Help

(68 - 32) Print Shop Pro Fort Bend ISD Google Home - Dropbox Home - Fort Bend ISD Intr... Home - Fort Bend ISD Intr... HP Designjet T2300 PostS...

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

Order Filter for Charlotte Cicatello

Print Category: All Orders Site/Dept: Created Date Start: Status Date Start: # Records per Page: 100 Shipped: ☐ My Orders Only: ☒

Status Category: All Job Name: Created Date End: Status Date End: Account Number Contains: Project Contains: Requisition# Contains:

Order Type: All Types OrderID: Apply Filter 61 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	View
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	View
7941	Store	n/a	Manager Store Order 7941		Print Shop		\$0.00	4/13/2017	5/23/2017	No	Denied	View
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	View Edit
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	View
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	View
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	View

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

Step 3- Bus Card 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 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@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 ccicattello Log Out

Select Your Item

FBISD Bond Business Card

FBISD Bond Business Card 2

FBISD Business Card

Police Business Card w/Dispatch

Police Business Card w/fill in lines

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

FBISD Business Card



First Last
Position
Department/Campus

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

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

Back

Continue


Email should be the fortbendisd.com format

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

Proofread Your Order

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

FBISD Business Card



FBISD
INSPIRE • EQUIP • IMAGINE

First Last
Position
Department/Campus

Address Line
City, State, Zip
000-000-0000 • Fax 000-000-0000
www.fortbendisid.com
first.last@fortbendisid.com

Fort Bend Independent School District

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@fortbendisid.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



FBISD
INSPIRE • EQUIP • IMAGINE

First Last
Position
Department/Campus

Address Line
City, State, Zip
000-000-0000 • Fax 000-000-0000
www.fortbendisid.com
first.last@fortbendisid.com

Fort Bend Independent School District

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@fortbendisid.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 (276)

Account Number

000.00.0000.00.000.00.000

Quantity

☒ 250 (\$14.00)☐ 500 (\$27.00)

Choose the quantity to print.

Shipping Information

Suggested Due Date

8/20/2017

Delivery

☐ Hold For Pick Up☒ Ship To Address☐ Ship to Site

Attn

Charlotte Cicatello

Mail Stop

Shipping Address

555 Julia River Drive

Address2

City

Sugar Land

State (Abbreviation)

TX

Postal Code

77478

Country

Back

Continue

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.

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://www.fortbendisd.com/printshop>

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@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 ccicattello Log On

View Cart

All Categories

504

A

B

C

D

DRA2 4/8

DRA2 K/3

DRA2 Progress Monitoring Tool

E

EDL2 K-6

Emergency Cards

F

Gr5 Science Fold-a-Lope

Search: Search Clear View Cart

Featured Categories

A View all products in A...

A	E	I	O	U
A	E	I	O	U
A	E	I	O	U
A	E	I	O	U
A	E	I	O	U
A	E	I	O	U
A	E	I	O	U
A	E	I	O	U

ALPHA E

Alphabet Lettercards (English), Pkg of 1

\$3.28 per Pkg

Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú
Á	É	Í	Ó	Ú

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
ccicatello
Log Out

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

Search:
Search Gr5 Science Fold-a-Lope
Search
Clear
View Cart

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)

Print Shop Pro WebDesk(FBISD)
New Order
My Orders
Reports
Admin
More
ccicatello
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
Continue Shopping
View Cart

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

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

Shopping Cart
Pricing for Print Shop

<< Continue Shopping
Update Quantity
Checkout

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

Empty Cart

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

<< Continue Shopping
Update Quantity
Checkout

Contine Shopping to select another product or Checkout

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

View Cart

< 00 Computers
045 Science F&E - a Logo
0740 Review

Shopping Cart

Pricing for Print Shop

<< Continue Shopping Update Quantity Checkout

Item	Qty	Unit Price	Extended
F-A-L GRS Science 1 1 Star Newton Matter & Energy, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$15.00	\$15.00
F-A-L GRS 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 GRS Science 3 3 Earth & Space, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$18.00	\$18.00
F-A-L GRS Science 4 4 Organisms & Environments, PKG(50 Sets) of 1 Min Qty: 1 Max Qty: 999999	1	\$24.00	\$24.00

Strip Cart

Summary:
Subtotal: \$69.00
Sales Tax (2%): \$0.00
Order Total: \$69.00

<< Continue Shopping Update Quantity Checkout

Print Shop Pro WebDesk® 1.0.1.1

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

Mail Stop:

Shipping Address: 555 Julie Rivers Drive

Address2:

City: Sugar Land

State (Abbreviation): TX

Postal Code: 77478

Country:

Special Instructions

Notes: Special instructions

Select An Action

Cancel Order Save Estimate Submit Order

Review delivery method.

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.

Submit order.