

Printing orders – STUDIO by Canon

Standard and wide format printing

1. Choose Documents from the main menu.
2. Select the desired category in the sub menu.
3. Select the desired product.
4. Upload the file you wish to have printed.
5. Click Order.
6. Quantity and price: fill in the desired amount and title of the order.
7. Printing: choose the desired type of printing.
8. Finishing: choose the desired type of finishing
9. Check your order in the shopping cart.
10. Order information: fill in the data.
11. Delivery details: fill in the data.
12. After completing the order you will receive an order overview by email.
13. You will receive an email when your order is ready.
14. You pick up the order at STUDIO.

Do you have a hardcopy / analog assignment?

1. Choose Documents from the main menu.
2. Select Analog Order in the sub menu.
3. Fill in the requested data and confirm the order.
4. You will receive an order confirmation by email.
5. Print the order confirmation and deliver it with your hardcopy materials at STUDIO.

Note: Do you have a rush order?

1. Follow the steps for ordering Standard and large format printing (2.1)
2. Please contact STUDIO immediately and report that it concerns a rush order.

Is the desired print product not available in the web portal?

Please request a quotation for a customized print job (see 2.2. for instructions).

Request quotation customized printing

1. Choose Quotation from the main menu.
2. Select Quotation Other in the sub menu.
3. Fill in the requested data.
4. Upload your file and describe your wishes as detailed as possible.
5. If there are any questions, Canon will contact you.
6. You will receive a quote by email.

Confirm quotation

7. Choose Quotation from the main menu.
8. Select Confirm Quote in the sub menu.
9. Fill in the quotation number and the total value of the quotation.
10. Upload the quotation and tick Approved. You don't need to sign the quotation itself.
11. Click on Order.

12. After completion you will receive an overview of your order by email.
15. You will receive an email when your order is ready.
16. You pick up the order at STUDIO.

Giftshop, Clothing, Premiums, Specials

1. Choose Articles from the main menu.
2. Select the desired category.
3. Select the desired product.
4. Indicate the desired amount.
5. Add the item by clicking on the shopping cart icon on the right.
6. Finish your order and check the order overview in the shopping cart.
7. Order information: fill in the data.
8. Delivery details: fill in the data.
9. After completion you will receive an overview of your order by email.
10. You will receive an email when your order is ready.
11. You pick up the order at STUDIO. Orders are not sent by mail to your home or any other address.
12. Not satisfied with your online purchase? Then bring the article back to STUDIO, do not send it by post. You will receive a refund.

Please note: placing an order for one of these items does not guarantee that the item is in stock.

Instead of ordering online, we advise to go to STUDIO and order the item there. You can also fit clothing on the spot.

Readers

1. Choose Readers from the main menu.
2. Select Total Overview Readers in the sub menu.
3. Search for the desired title via Number or Description.
4. Select the number and click on the Shopping cart next to it.
5. Check your order in the shopping cart.
6. Order information: fill in the missing data.
7. Delivery details: choose Pick up at STUDIO or Send to another address and fill in the details.
8. After completion, you will receive an overview of your order by email.
9. You will receive an email when your order is ready.