

How to order print material.

Changes to print services in 2023



How to order external print for your area.

There are no longer any print services available on campus.

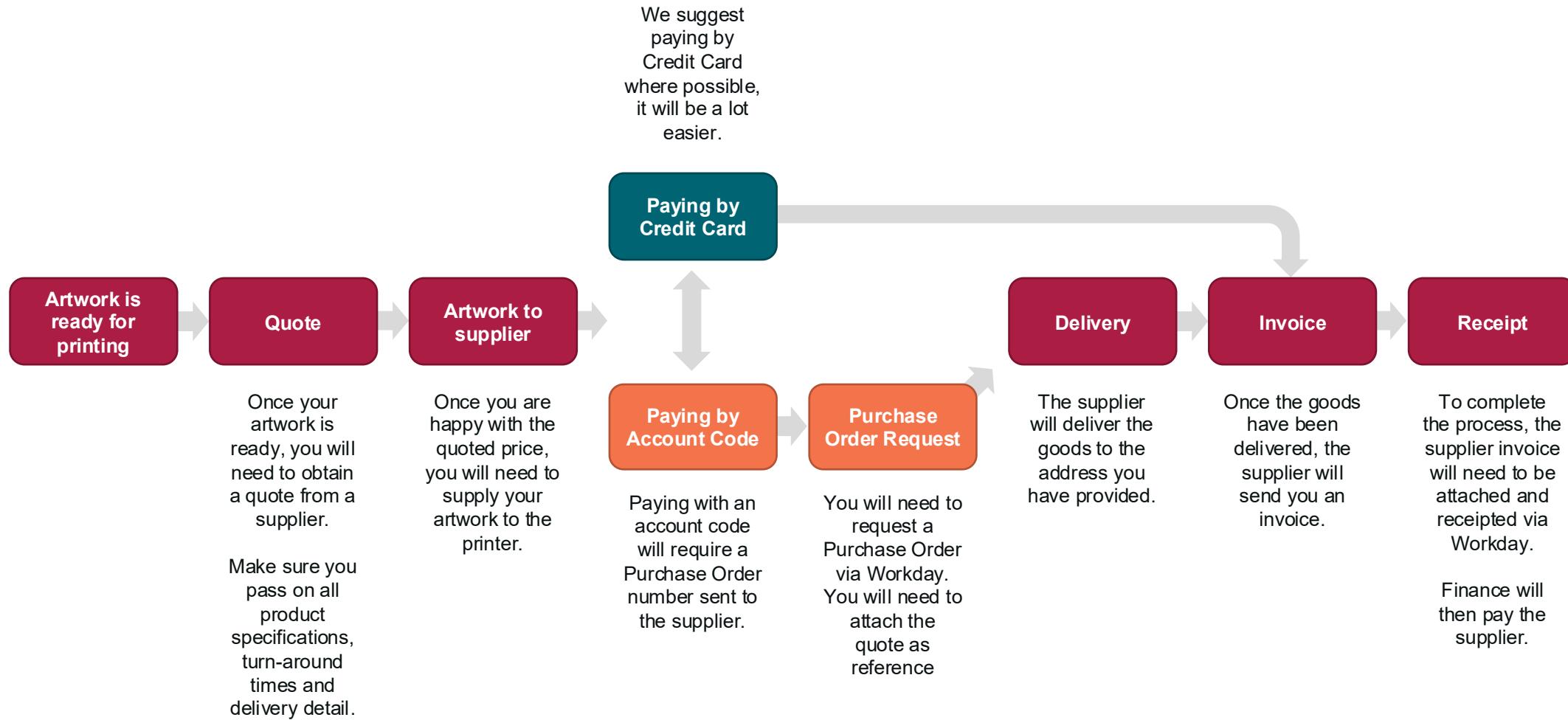
Therefore, you will need to coordinate your own printing with an external supplier, for any material that you have designed yourself.

There are a number of Murdoch Branded templates to help you create your own designs, available for you to download from the Murdoch Brand Portal.

[Murdoch Brand Portal.](#)

Note: Marketing and Communication Office do not have the resources to coordinate or produce your printing requirements.

External printing process map



How to order external print for your area.

The following step by step instructions will give you guidance on how organise external printing.

- **Step 1 - Is your artwork ready to go to print?**

- You will need to have finalised your document before you contact a supplier. This means you must have finished editing your content, have inserted all your images, tables, etc, and be sure that there will be no more changes. If you send artwork to print and then there are changes required, it will cost more and can be an expensive exercise.

- **Step 2 - Getting an official supplier quote**

- Once you are certain your artwork is ready for commercial printing, you will need to list the specifications of the document, for the supplier to produce a quote for you. (size, finishing, colour requirements, quantity, deadline and delivery location).
- Please check lead-time and give the printer sufficient time to produce and deliver your order. Small simple print jobs (Posters or Flyers) can take 2 to 4 working days to produce. Larger print jobs (Multiple page booklets and reports) can take 5 to 10 working days, depending on how many copies are required.
- **Note:** Any external audience facing material (eg. Invites or student recruitment material) must have the correct Murdoch branding on it. Artwork will need to be submitted to the Marketing and Communications Office for reviewing and approval.
- Once you have received a quote matching your requirements you will need to either create a purchase order request (Non-Catalogue request) in Workdays, or we recommend paying by credit card if you can.

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- **Step 3 - Create a purchase order (Non-Catalogue request) in Workdays**

- **Note:** All processing of purchase orders and receipting of invoicing will need to be managed by schools and individuals within Workdays.
- Create a Purchase order request (Non-Catalogue request) in Workdays, make sure to add the supplier quote, suppliers email address and all other necessary information into Workdays for approval and accurate processing.
- Once approved, an official Purchase order will be sent directly to the Supplier.

- **Step 4 - Delivery and receipting**

- Suppliers either use their own couriers or a courier services to deliver your documents. Make sure you provide the supplier with clear delivery instructions, including your name and contact number.
- Once your order has been delivered, an invoice will be sent to you from the supplier, and you are responsible for receipting it in Workdays.
- **Note:** For Purchase order and receipting instruction please check out the [Workday@Murdoch Self-Service Guides](#).

Recommended print suppliers

Below are recommended suppliers who have the capacity and experience to manage Murdoch's print requirements. You will be required to contact them directly.

All of them have worked extensively with the Marketing and Communications Office, and are aware of our brand and style guidelines. Most hold pre-established templates on file and have online portals for ease of ordering and quoting.

Payments can be made via Murdoch University purchase orders or credit cards.

Small print jobs

These are BW or Colour print jobs.

Quantity would be couple of hundred to a couple of thousand.

(Posters, Brochures, Booklets, Reports)

Optima Press:

Contact: Steve Migro

steve@optimapress.com.au

(08) 9445 8380 or 0409 290 455

Advance Press

info@advancepress.com.au

(08) 9376 4000

Large print jobs

These are BW or Colour print jobs.

Quantity would be couple of thousand to tens of thousands.

(Booklets, Reports)

Scott's

info@scott.com.au

(08) 9223 7788

Advance Press

info@advancepress.com.au

(08) 9376 4000

Large digital format printing

(Pull up banners, Large format posters, signs and car decals)

Image Source

Contact: Lisa Naris

lisa.naris@imagesource.com.au

(08) 9380 8900 or 0421 460 938

All Flags

sales@allflags.com.au

(08) 9493 5500

Further Information

For further information on Murdoch Brand and Style Guide, please go to the [Murdoch Brand Portal](#).

For advice on artwork, please contact the Marketing and Communication Office via a Murdoch Support [ServiceNow request](#).

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