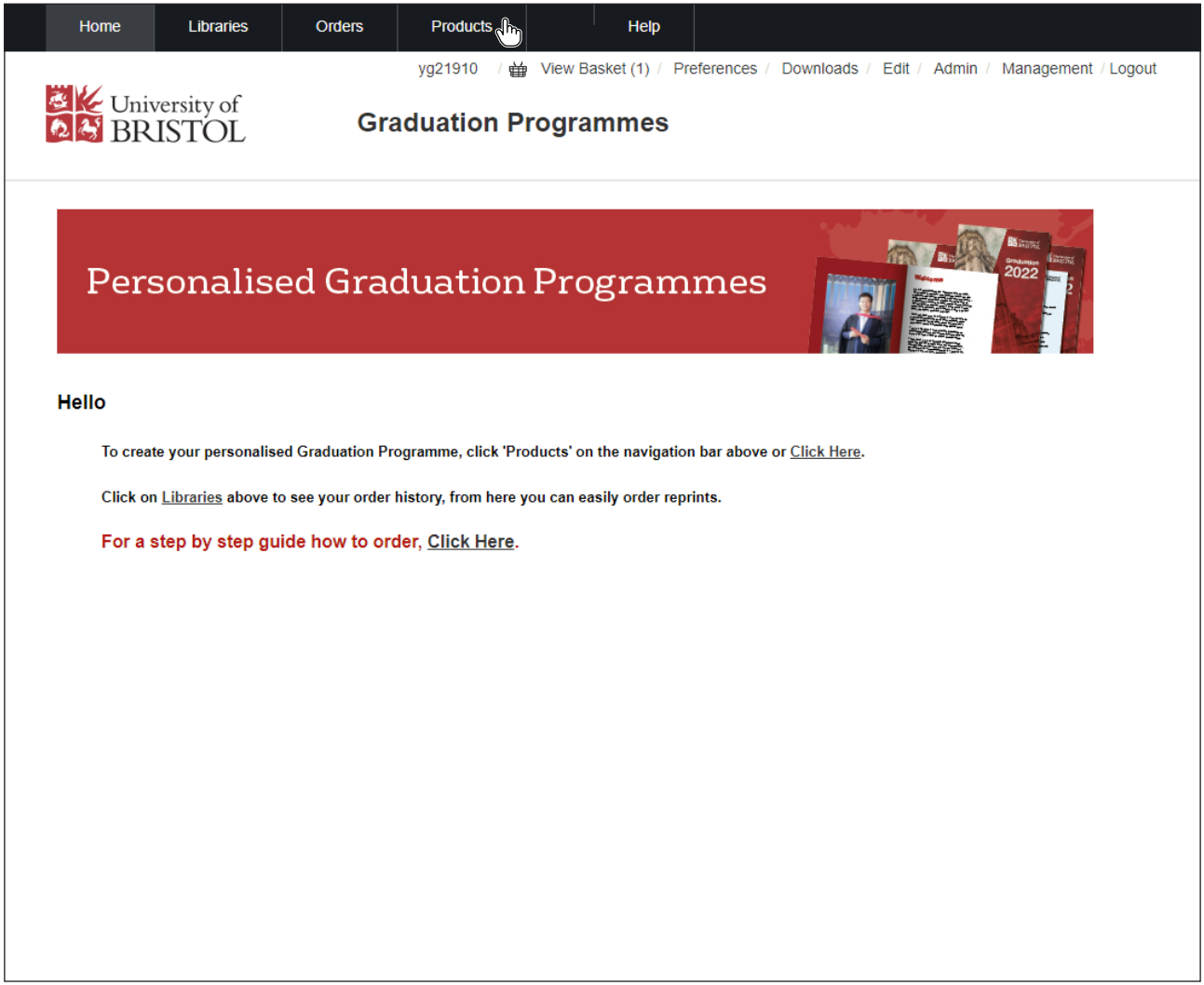
University of BRISTOL

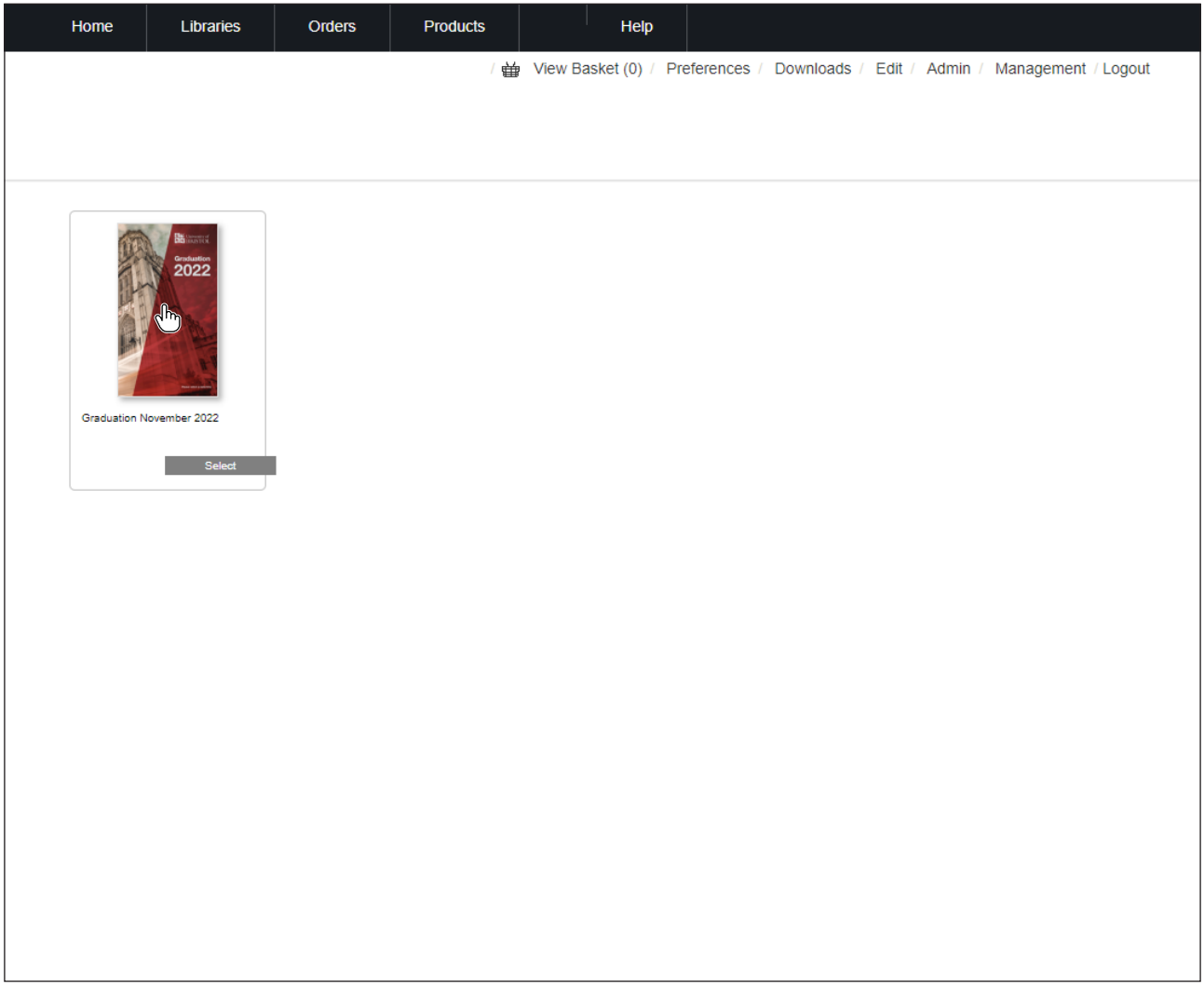
Print Services

How To Order Your

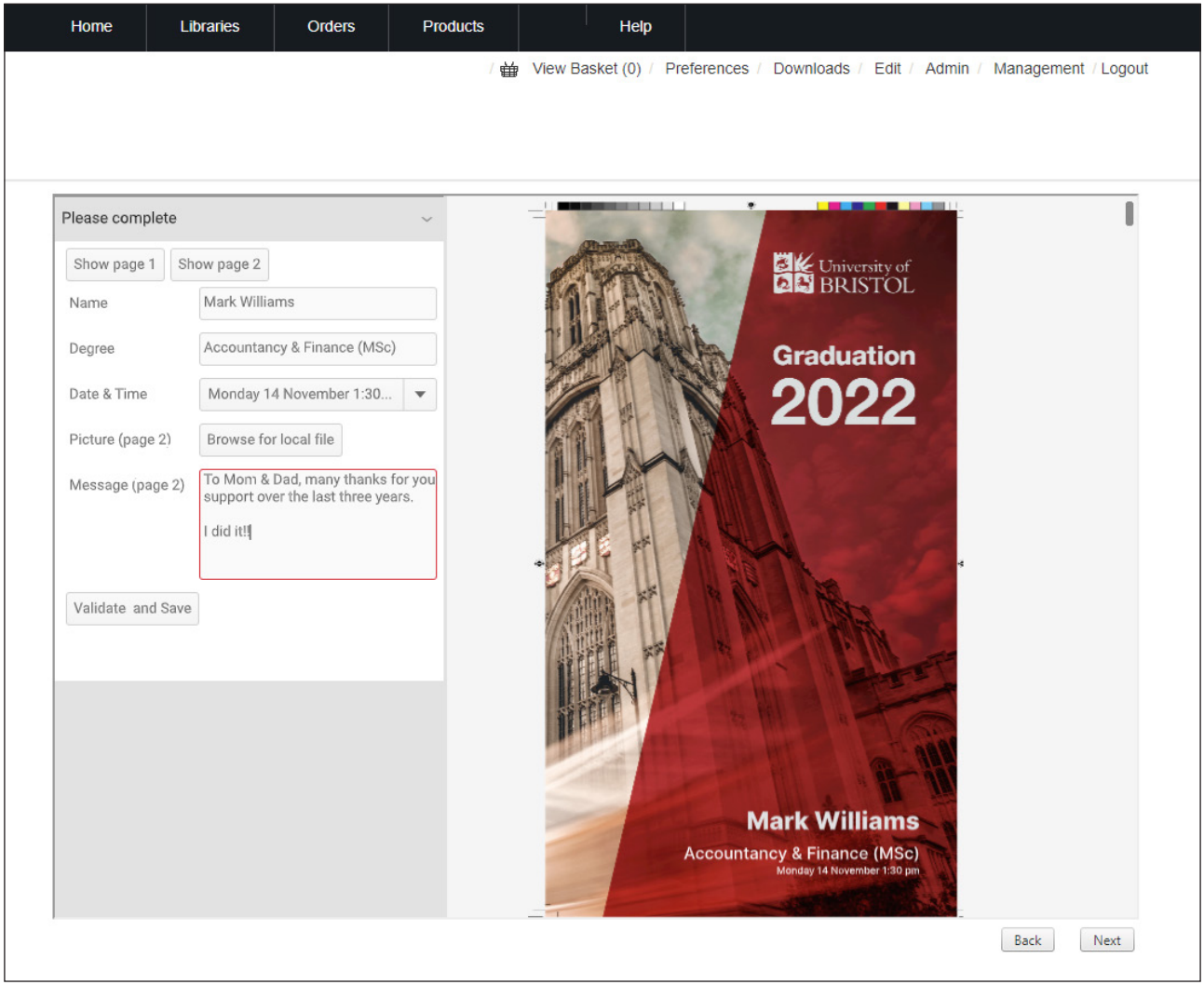
PERSONALISED GRADUATION PROGRAMME



Click on *Products* on the navigation bar

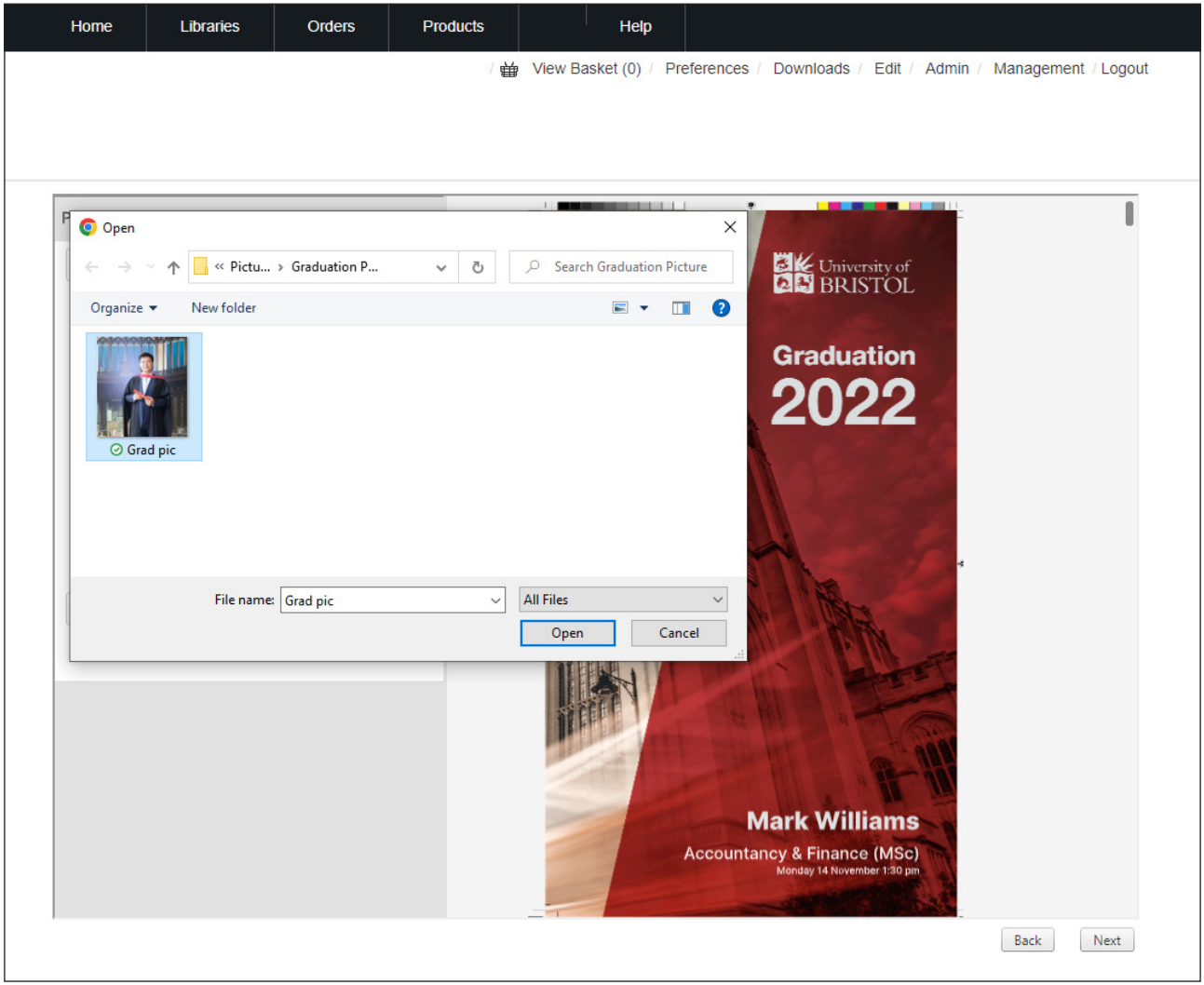


- **Click on the Graduation November 2022 icon**

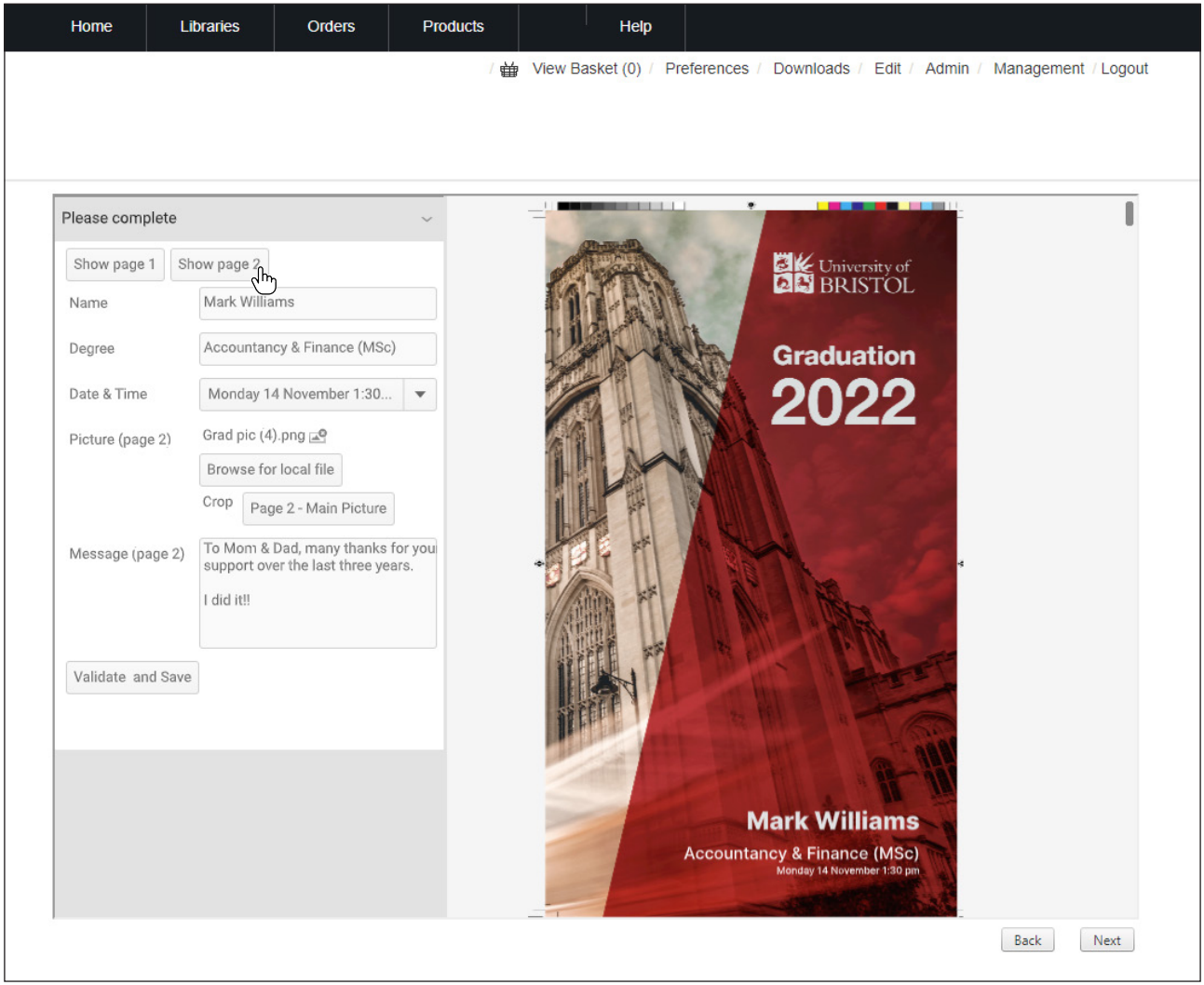


Enter your personal details:

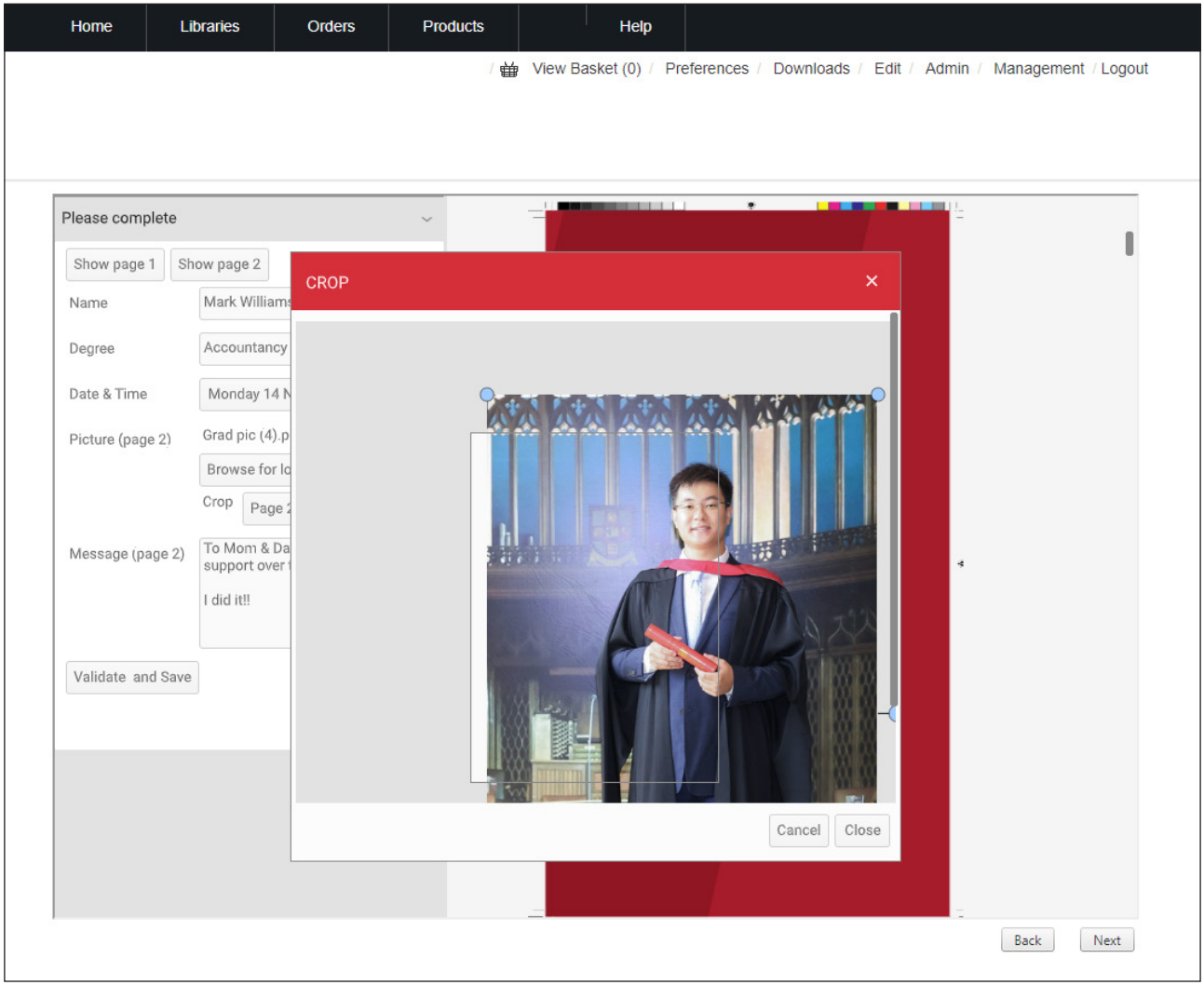
- Your Name
- Your degree
- Choose your ceremony date and time
- Add a personal message



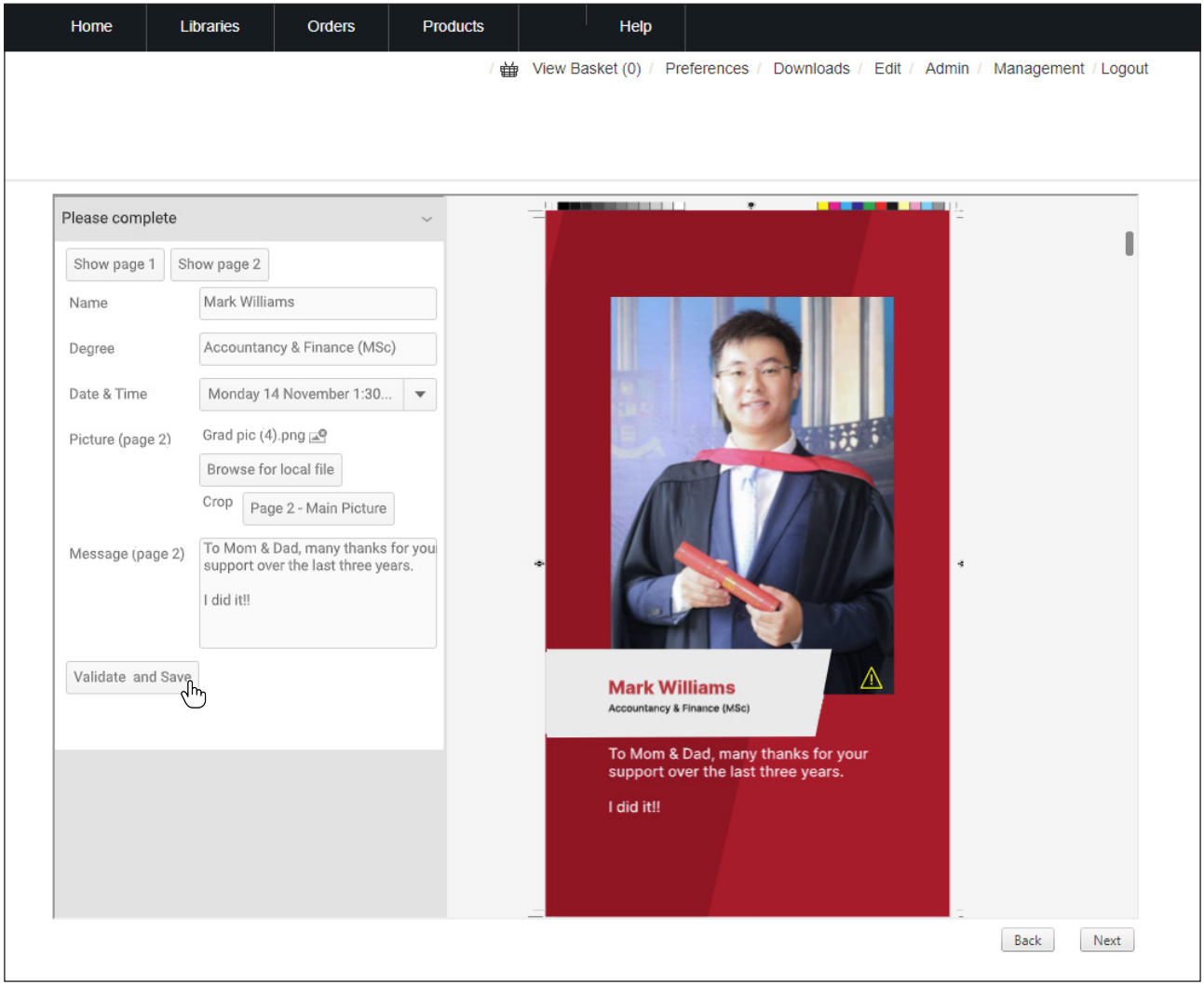
- **Click on *Picture* and navigate to your photo**
  (remember to use a high quality image)



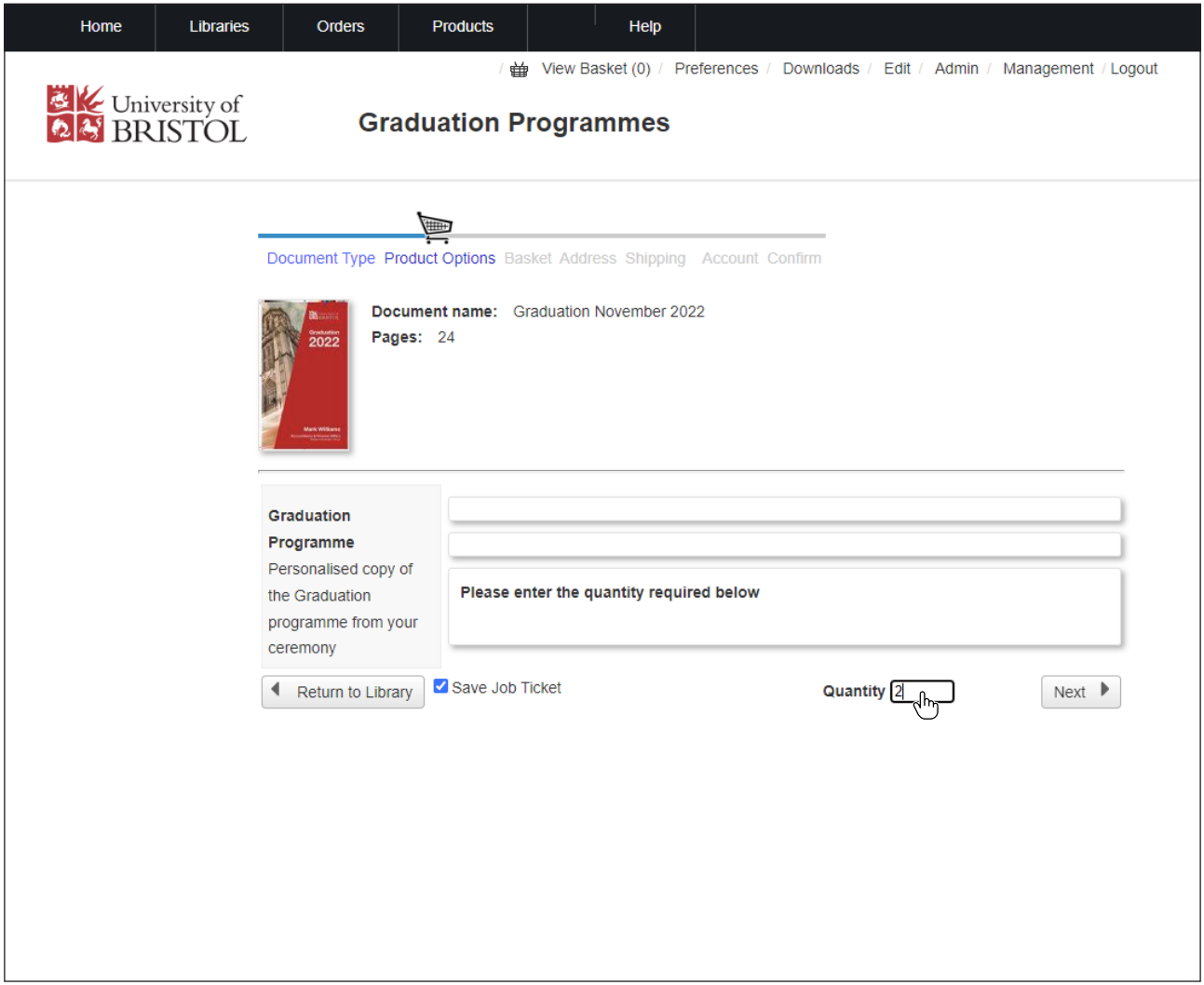
- **Click on *Show Page 2***



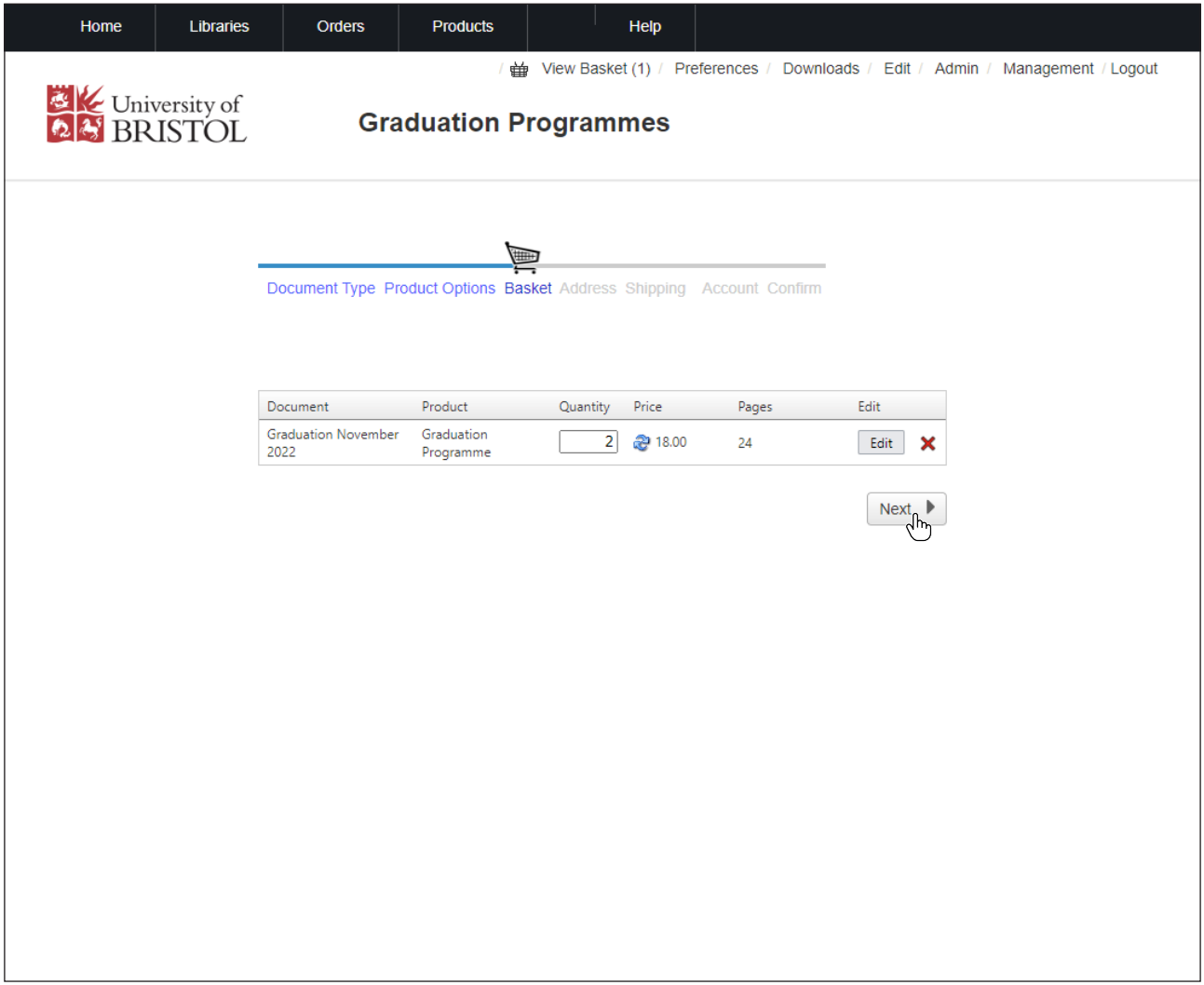
- **Click *Crop* to scale and position your photo inside the window**



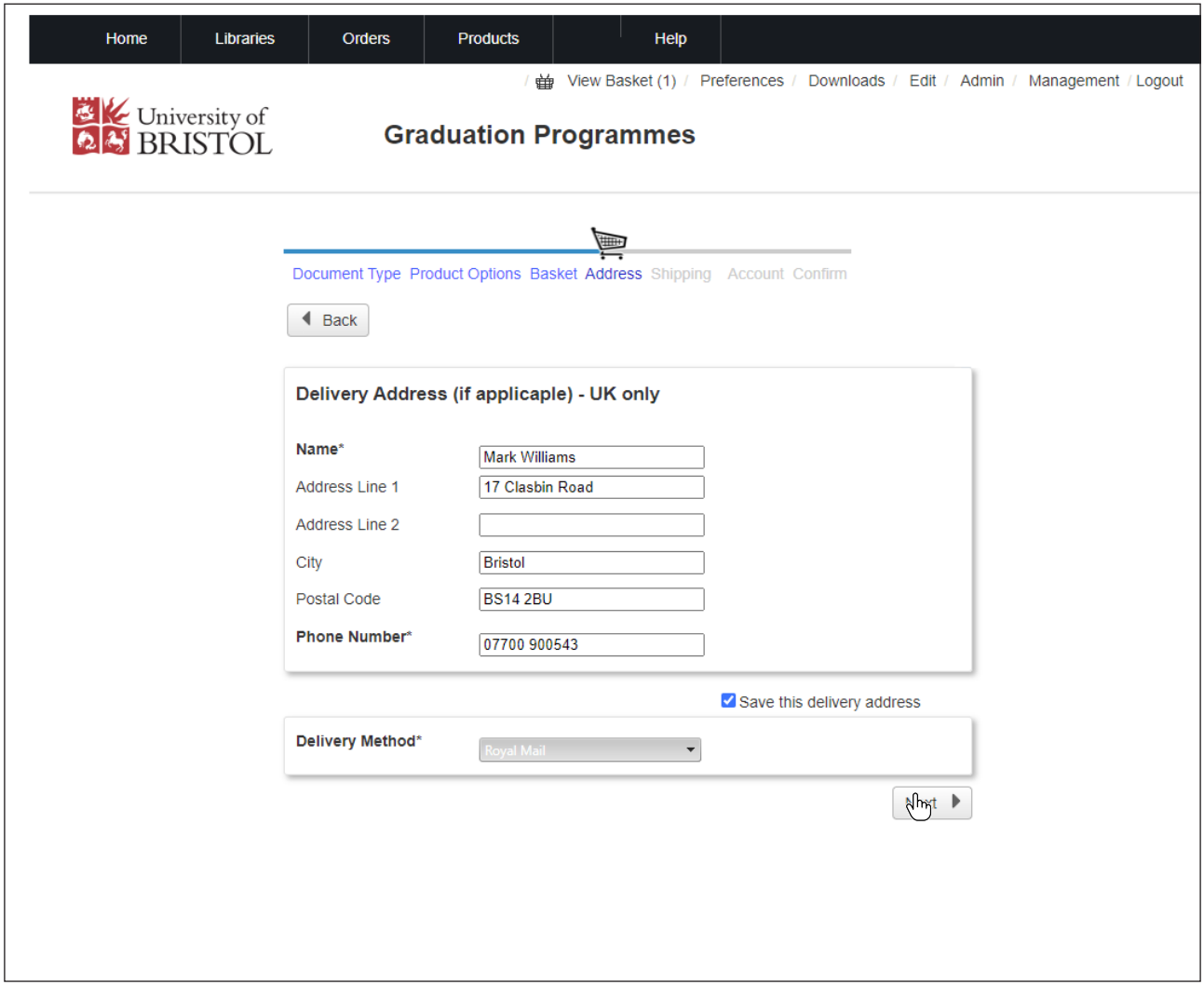
- **Once you are happy, click *Validate and Save* and then *Next***
  N.B. there is no option to edit this after this stage



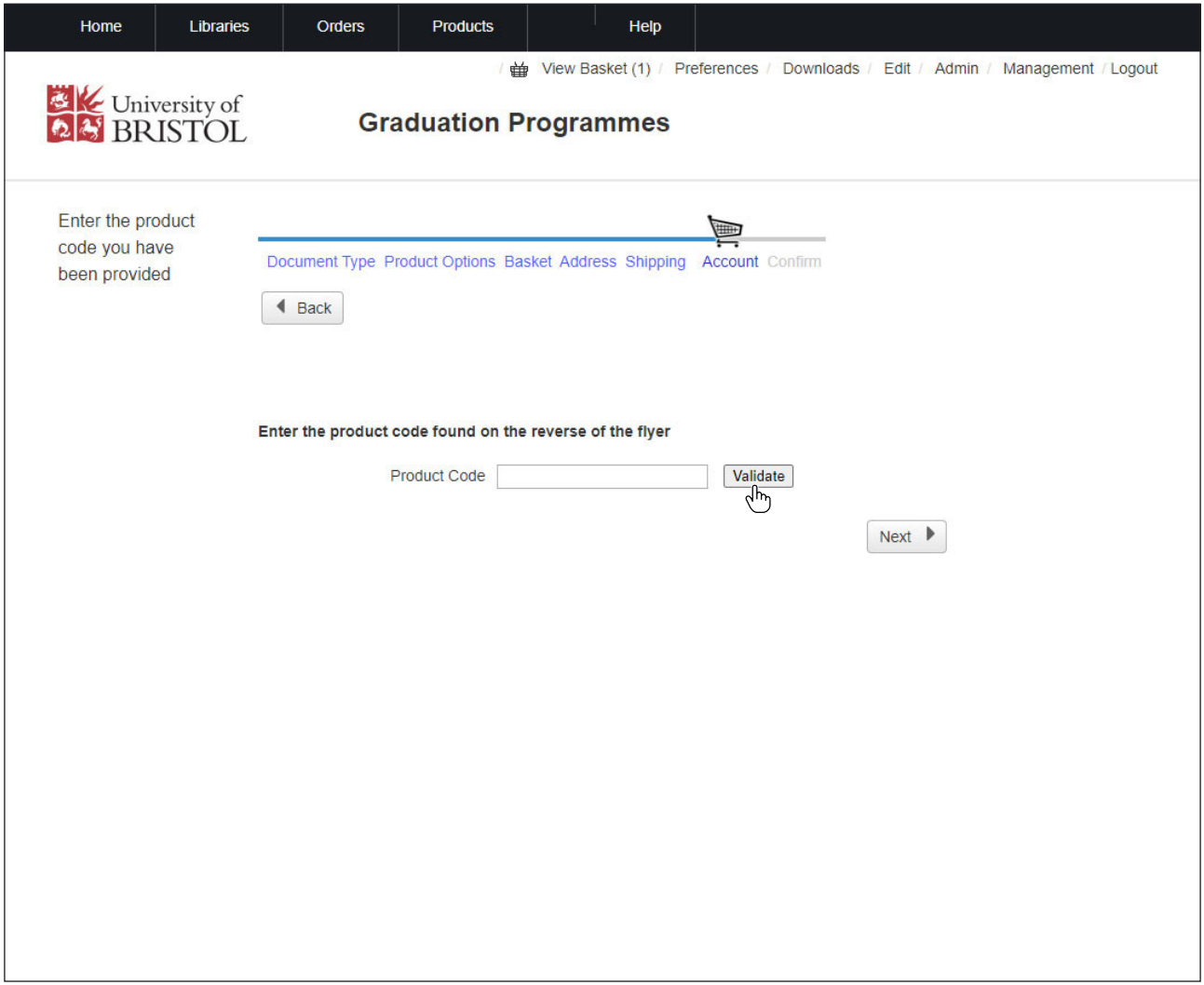
- **Enter the quantity you require and click *Next***



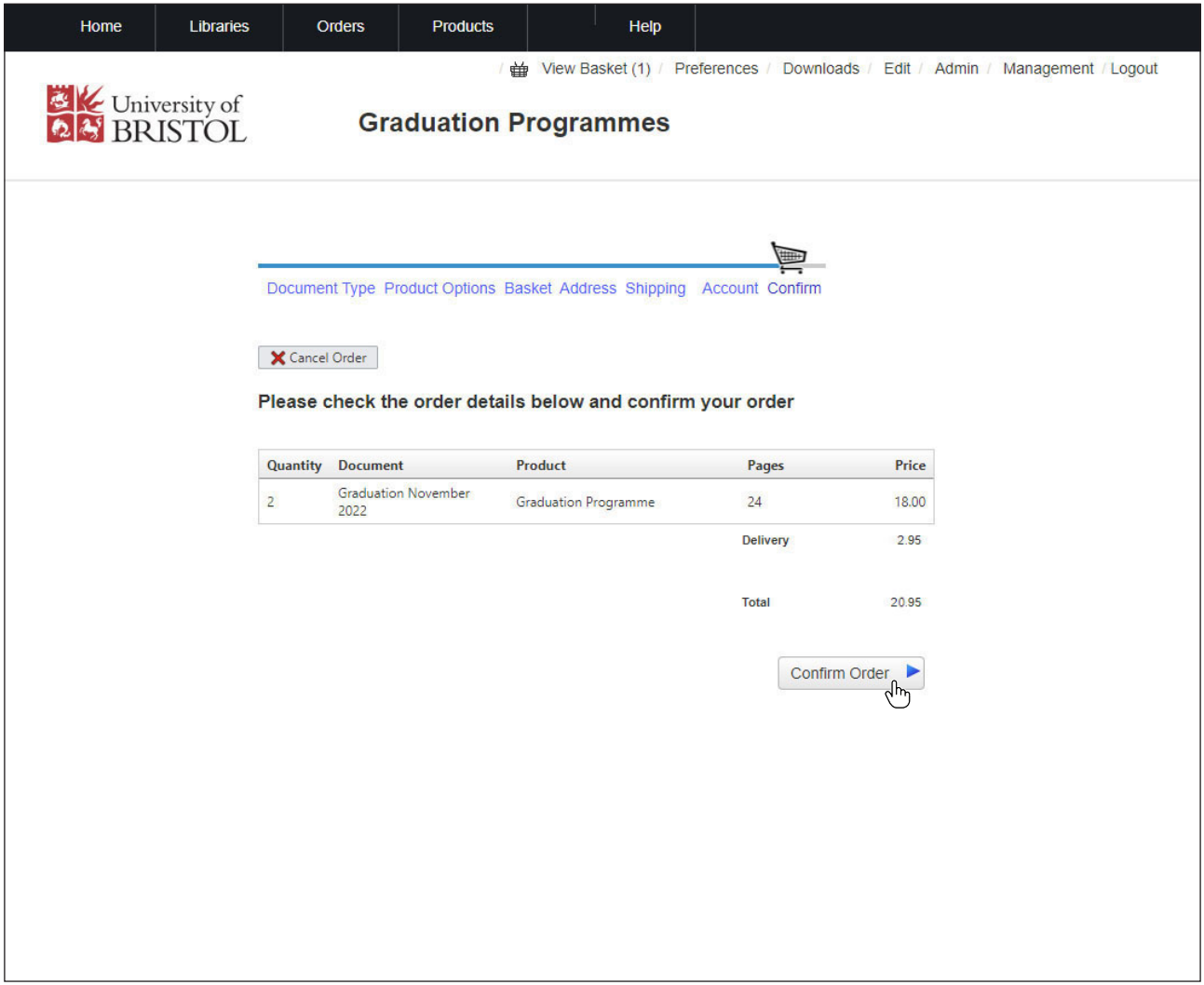
- **If you are happy with the order, click *Next***



- **Enter your name and telephone number**
- **If you wish for your programmes to be delivered, also add your address**
  Sorry, but we can only deliver to UK addresses
- **Click *Next***



- **Enter the product code and click *Validate* then click *Next***
  N.B. The product code can be found on the promotional flyer



- **Check the order one last time and if happy, click *Confirm Order***
  You will receive a confirmation email along with a payment link
  Delivery is usually within 10 days of payment

Contact us:

Print Services
1-9 Old Park Hill
Bristol
BS2 8BB
0117 928 9099
print-services@bristol.ac.uk

bristol.ac.uk/print-services

University of BRISTOL
Print Services