



University of
BRISTOL

Print Services

How To Order Your

PERSONALISED GRADUATION PROGRAMME





Graduation Programmes

Personalised Graduation Programmes



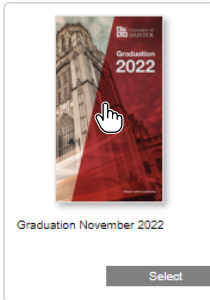
Hello

To create your personalised Graduation Programme, click 'Products' on the navigation bar above or [Click Here](#).

Click on [Libraries](#) above to see your order history, from here you can easily order reprints.

For a **step by step guide how to order**, [Click Here](#).

Click on *Products* on the navigation bar



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

Please complete

Show page 1

Show page 2

Name

Mark Williams

Degree

Accountancy & Finance (MSc)

Date & Time

Monday 14 November 1:30...

Picture (page 2)

Browse for local file

Message (page 2)

To Mom & Dad, many thanks for your support over the last three years.

I did it!!

Validate and Save

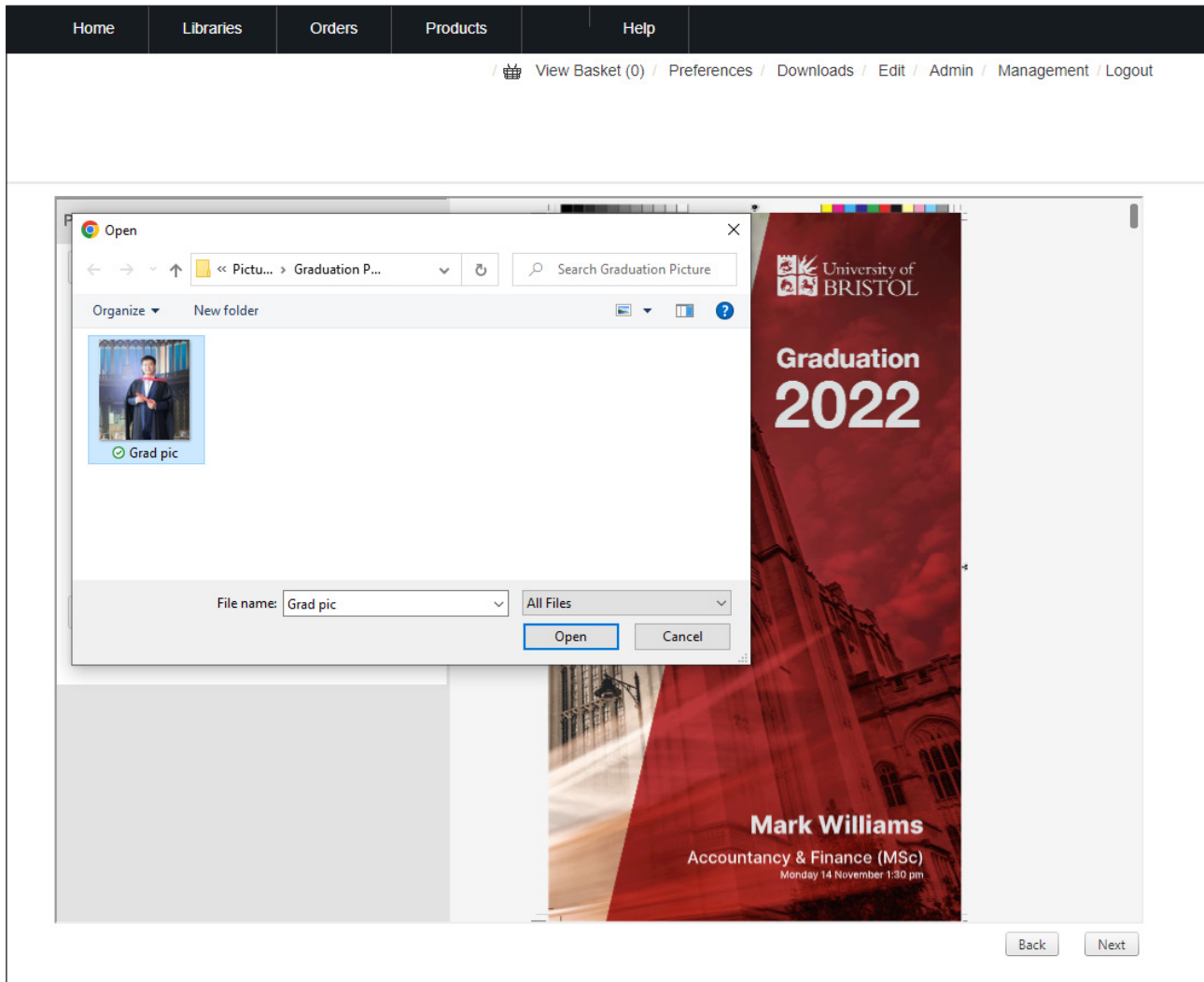


Back

Next

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)

Please complete

Show page 1

Show page 2

Name

Mark Williams

Degree

Accountancy & Finance (MSc)

Date & Time

Monday 14 November 1:30...

Picture (page 2)

Grad pic (4).png

Browse for local file

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Page 2 - Main Picture

Message (page 2)

To Mom & Dad, many thanks for your support over the last three years.

I did it!!

Validate and Save



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- **Click on Show Page 2**

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Please complete

Show page 1 Show page 2

Name Mark Williams

Degree Accountancy

Date & Time Monday 14 N

Picture (page 2) Grad pic (4).p

Browse for Id

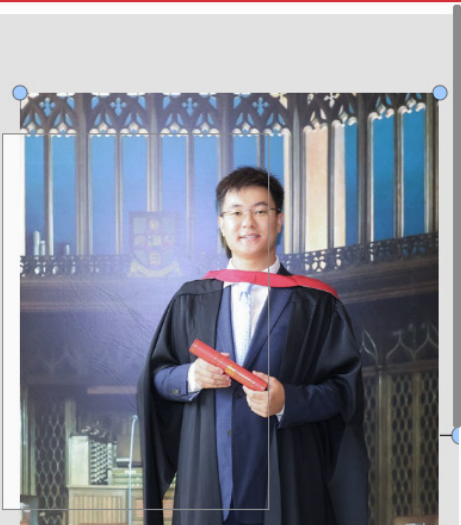
Crop Page 2

Message (page 2) To Mom & Da support over t

I did it!!

Validate and Save

CROP X



Cancel Close

Back Next

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

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Please complete

Show page 1 Show page 2

Name

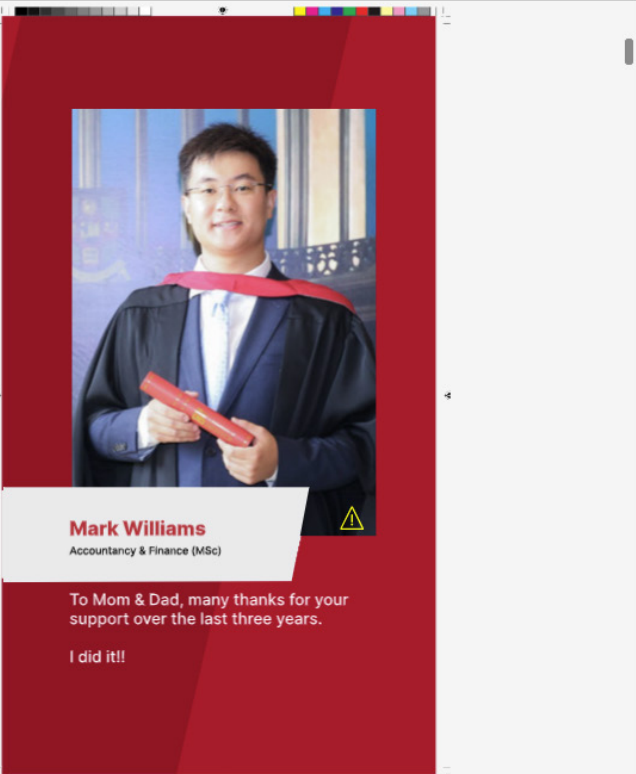
Degree

Date & Time ▼

Picture (page 2) 📎

Crop

Message (page 2)



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

Graduation Programmes



[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)



Document name: Graduation November 2022

Pages: 24

Graduation Programme

Personalised copy of
the Graduation
programme from your
ceremony

[Return to Library](#)

Save Job Ticket

Quantity

[Next](#)

Please enter the quantity required below

- Enter the quantity you require and click *Next*



Graduation Programmes



[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

Document	Product	Quantity	Price	Pages	Edit
Graduation November 2022	Graduation Programme	<input type="text" value="2"/>	18.00	24	Edit ✕

[Next](#)

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

Graduation Programmes



[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

[Back](#)

Delivery Address (if applicable) - UK only

Name*

Address Line 1

Address Line 2

City

Postal Code

Phone Number*

Save this delivery address


Delivery Method*

[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***

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 **Graduation Programmes**

Enter the product code you have been provided

[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

Enter the product code found on the reverse of the flyer

Product Code

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

Home Libraries Orders Products Help

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University of BRISTOL

Graduation Programmes

Document Type Product Options Basket Address Shipping Account Confirm

Please check the order details below and confirm your order

Quantity	Document	Product	Pages	Price
2	Graduation November 2022	Graduation Programme	24	18.00
			Delivery	2.95
			Total	20.95

- **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:

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

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