

P2P Print Request Guidelines

This print request guide is to help determine whether your print job should be placed on P2P (Oracle) or sent directly to Suffolk Design and Print (SDP). **Please note: The below figures are just a rough guide to follow.**

Print requests that can be e-mailed directly to Suffolk Design and Print

Any orders that can be digitally photocopied do not need to be placed on P2P but can be confirmed in an email directly to SDP. These printing jobs include:

Job Type	Quantity
A4 Forms or posters	Less than 1000
6 page DL leaflets (A4 folded twice)	Less than 1000
A6 Postcards	Less than 5000
A5 leaflets	Less than 1000
A4 & A5 Booklets	Less than 500
Banners	5 or less

Print requests that need to be placed on P2P

Any large print jobs and print requests with special features will need to be placed on P2P and processed by the Print Buying Team. These include:

Job Type	Quantity
A4 Form or posters	1000 and Over
6 page DL leaflets (A4 folded twice)	1000 and Over
Postcards	1000 and Over
A5 leaflets	Over 5000
Folders	P2P order
Banners	6 or more
A4 & A5 Booklets	500 and over
Business Cards	Any amount
Newsletter (magazine)	500 and over
For folders and any print job that requires special features/finishing.	Any Amount

How to place a print request on P2P

On the P2P homepage select '*Printing and Marketing*' from the search drop down menu, type '*Print Request*' in the search box and select '*Go*'. This will take you to the page where you will find all the print request forms.

Choose the relevant smart form for your print request '**Leaflet Printing**' or '**Poster and Form Printing**'. If you are requesting a booklet/something different use the main '**Print Request**' form.

Leaflet Printing smart form

Use this form if you are requesting an A5, A4 or DL leaflet to be printed.

1. In the bottom section of the form '*Leaflet Printing - Pricing Information based on Paper Type: etc*' - select the relevant drop down menu box to determine the size and colour details of your leaflet. You will be given a list which shows the print cost of the different quantities
2. If you select the quantity option '*send direct to SDP*' this means you do not need to complete the form, instead just email Suffolk Design and Print what you require.
3. Once you have selected the quantity add its confirmed print cost in the '*Amount*' box.
4. Select "not applicable" for the other drop down menu options (you need to do this so that the order will go through).
5. Complete the remaining details, '*add to cart*' and checkout as normal to place your order.

Poster and Form Printing smart form

Use this form if you are requesting an A4 form or poster to be printed. Follow the same steps as mentioned for the leaflet printing form.

Print Request form

Use this form if you are requesting a booklet, folder – anything that has a different more specific print requirement.

Promotional Items

E-mail requests for promotional items directly to: print.buying@suffolk.gov.uk and do not use P2P.

If unsure what route to take I suggest you first contact SDP for clarification on: 01473 260600 or email: sdp@suffolk.gov.uk

For further help contact:

P2P help: **01473 264462**

Print Buying (Claire Sewell): **01473 264469**

Early Years and Childcare Team: Fran Russo **01473 264687**