

Printing Services • Ordering Blue Valley Forms



The screenshot shows the Blue Valley Schools Printing Services website. At the top is a banner with the school logo and the text "Printing Services" over a background of colored pencils. Below the banner, there are several sections: a large-format printing advertisement featuring a printer and a "CARNIVAL" poster; a login section with fields for Domain, User ID, and Password, and a "Log In" button; a "Print-to-Printshop Training Resources" section with links to various PDF guides; a "General Information" section with a "Login Information" link; and a "Ordering from home?" section with a link to download the SurePDF driver.

Printing Services

Large-Format Printing
Now Available From
Printing Services

Click here
for more info

Print-to-Printshop Training Resources

- [Installing the SurePDF Driver \(PDF\)](#)
- [Basic Ordering \(PDF\)](#)
- [Using 1-Click Preset Buttons \(PDF\)](#)
- [Order Requirements for Next Day Delivery \(PDF\)](#)
- [Ordering BV Forms \(PDF\)](#)
- [Ordering Business Cards \(PDF\)](#)
- [Ordering for Multiple Recipients \(PDF\)](#)
- [Ordering Curriculum \(PDF\)](#)

General Information

[Login Information](#)

Login

Domain: Do Not Use
User ID:
Password:
Use ALL CAPS for your User ID.
Your password is case-sensitive.

Log In

Ordering from home?
Download the SurePDF print driver to install your Print-to-Printshop virtual printer.

Go

1. Log in to the Printing Services website at <https://printshop.bluevalleyk12.org>



This screenshot shows the same website as the previous one, but with a grid of service tiles. The "BV Forms" tile in the bottom left corner has its "Go" button circled in green. The tiles include: Upload PDF files, Curriculum Materials, Order from My Files, Book Builder for custom workbooks, Letterhead & Envelopes, Business Cards, BV Forms, and Hardcopy Orders.

Printing Services

Order History & Reorders | Book Builder | Manage My Files | Pending Orders [1]

Upload PDF files **Go**

Curriculum Materials **Go**

Order from My Files **Go**

Book Builder for custom workbooks **Go**

Letterhead & Envelopes **Go**

Business Cards **Go**

BV Forms **Go**

Hardcopy Orders **Go**

2. From the Home screen, click on the BV Forms 'Go' button.

Roles Ordering Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files Pending Orders [1]

Home > Catalog > BVForms > BVForms

Select Items

Add items to your Order by entering quantities and clicking Add to Order at the bottom.
For template documents, click Configure to set up the template and add it to your order. All items with quantities are added to your order first.

Item Search

Show Advanced Search Criteria Rows Per Page 100 Sort By Item A-Z

	BV-100 Collaboration Summary.pdf BV-100	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101 PWN for Eval Reval and Consent Sept 2010 Electronic.pdf BV-101	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101A Student Serv Team Review.pdf BV-101a	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101B Parent Options Notices Electronic 2-2010.pdf BV-101B	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101C Electronic ReEval Not Necessary Agreement Form 8-2005.pdf BV-101C	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101D Required Notices by Email.pdf BV-101d	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			

- Enter the quantity desired in the “Qty.” box on the right of each form listing. You can order multiple forms at the same time by simply entering quantities for each form you need.

Roles Ordering Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files Pending Orders [1]

Home > Catalog > BVForms > BVForms

Select Items

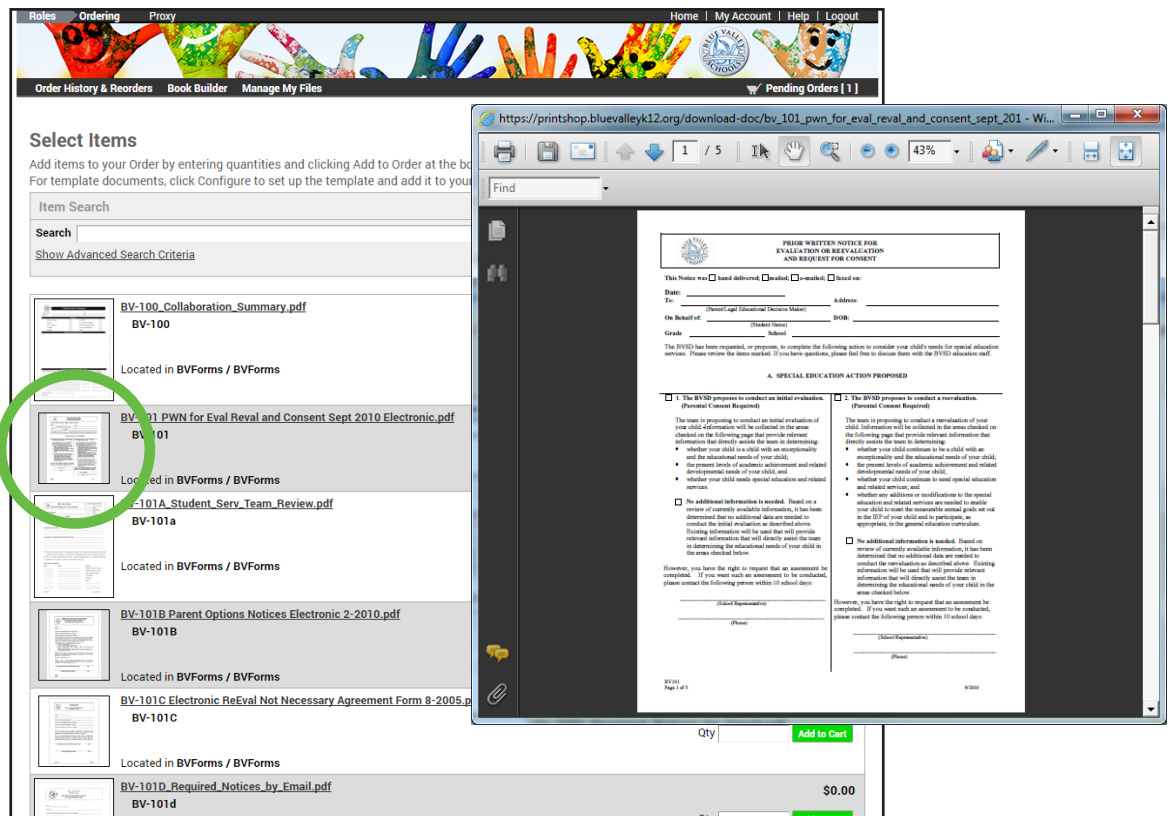
Add items to your Order by entering quantities and clicking Add to Order at the bottom.
For template documents, click Configure to set up the template and add it to your order. All items with quantities are added to your order first.

Item Search

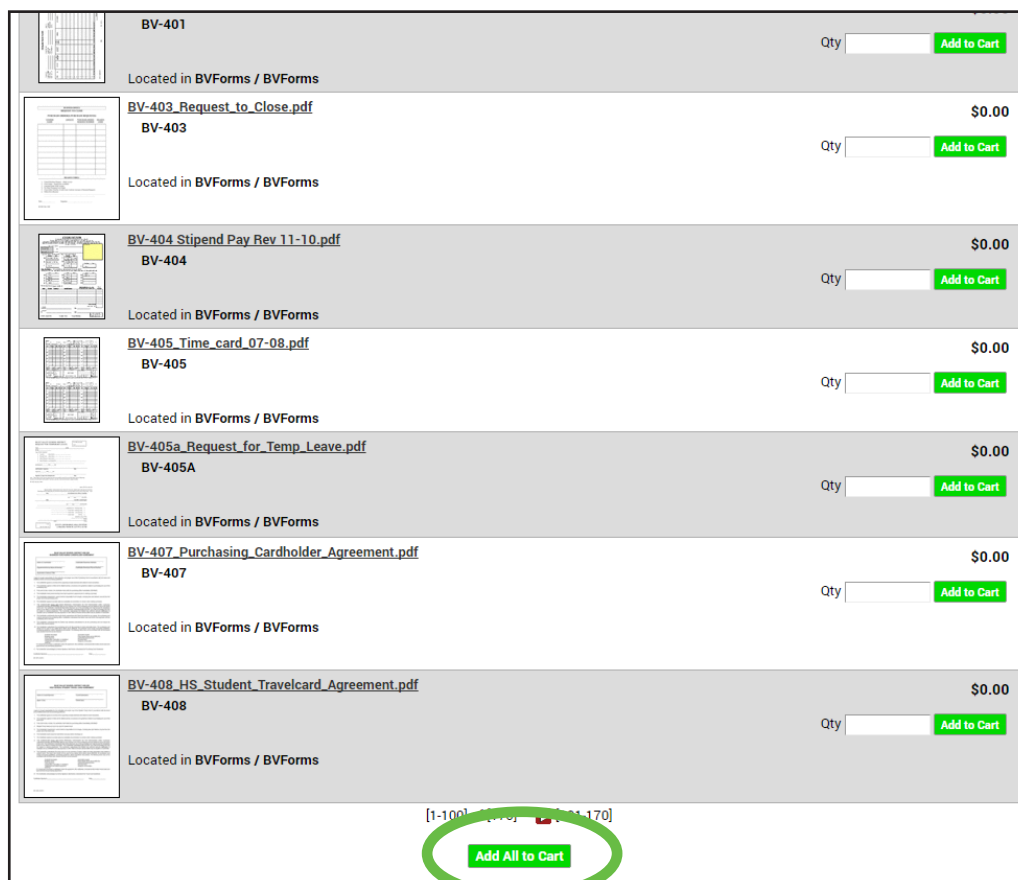
Show Advanced Search Criteria Rows Per Page 100 Sort By Item A-Z

	BV-100 Collaboration Summary.pdf BV-100	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101 PWN for Eval Reval and Consent Sept 2010 Electronic.pdf BV-101	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101A Student Serv Team Review.pdf BV-101a	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101B Parent Options Notices Electronic 2-2010.pdf BV-101B	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101C Electronic ReEval Not Necessary Agreement Form 8-2005.pdf BV-101C	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			
	BV-101D Required Notices by Email.pdf BV-101d	Qty <input type="text"/>	\$0.00 <input type="button" value="Add to Cart"/>
Located in BVForms / BVForms			

- To find the form you are looking for, you can scroll through the list or search for the form number by using the ‘Search’ field.



5. Clicking on the thumbnail image of each form file will open the form in a larger window, so you can make sure it's the one you need.



6. When you are finished entering quantities for the forms you'd like to order, scroll to the bottom of the page and click 'Add All to Cart'.

[Roles](#)
[Ordering](#)
[Proxy](#)
[Home](#)
[My Account](#)
[Help](#)
[Logout](#)

[Order History & Reorders](#)
[Book Builder](#)
[Manage My Files](#)
[Pending Orders \[3 \]](#)

[Home > Catalog](#)

Select Items

Add items to your Order by entering quantities and clicking Add to Order at the bottom.
For template documents, click Configure to set up the template and add it to your order. All items with quantities are added to your order first.

Item Search

Search

Show Advanced Search Criteria

Rows Per Page

100

Sort By

Item

A-Z

BV-100_Collaboration_Summary.pdf
BV-100

Located in BVForms / BVForms

Qty

Add to Cart

BV-101_PWN for Eval Reval and Consent Sept 2010 Electronic.pdf
BV-101

Located in BVForms / BVForms

Qty

Add to Cart

BV-101A_Student_Serv_Team_Review.pdf
BV-101a

Located in BVForms / BVForms

Qty

Add to Cart

BV-101B_Parent_Options_Notices_Electronic 2-2010.pdf
BV-101B

Located in BVForms / BVForms

Qty

Add to Cart

BV-101C_Electronic ReEval Not Necessary Agreement Form 8-2005.pdf
BV-101C

Located in BVForms / BVForms

Qty

Add to Cart

BV-101D_Required_Notices_by_Email.pdf
BV-101d

Qty

Add to Cart

7. Once the screen refreshes, click the 'Pending Orders' link at the top right.

Your selected forms will be listed out so that you can double-check and make sure the order is accurate.

Order Cart

Cart ID 206671

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Provide an optional name for your order.
Naming your order can be helpful for reordering.

Item 1

BV-105_PWN Ident Services etc and Consent Sept 2010 Electronic.pdf
BV-105
5 Pages

Quantity

25

Print Options

Print

Digital B/W, 1-Sided, Letter 3-Part Carbonless Forms

Instructions: OFFSET PRESS - BLACK INK

Preview Document

Other

Pad Carbonless

[Enter special instructions for this item.](#)

Item 2

BV-111 Consent to Administer Prescription Meds - English/Spanish.pdf
BV-111
2 Pages

Quantity

25

Print Options

Print

Digital B/W, 2-Sided, Letter Bond Plain White

Instructions: OFFSET PRESS - BLACK INK

Preview Document

[Enter special instructions for this item.](#)

Item 3

BV-128_Student_Release_Form_Spanish.pdf
BV-128
1 Page

Quantity

25

Print Options

Print


Digital B/W, 1-Sided, Letter Bond Plain White


Instructions: OFFSET PRESS - BLACK INK

Preview Document

Enter special instructions for this item.

Item 3



Add Another File to Order



BV-128_Student_Release_Form_Spanish.pdf
BV-128
1 Page

Print Options

Print Digital B/W, 1-Sided, Letter Bond Plain White
Instructions: OFFSET PRESS - BLACK INK


Preview Document

Quantity 25

Enter special instructions for this item.

Shipping Information

Add Recipient

I would like my order shipped by: Friday, September 30, 2016

Note: Only dates when the print center is open may be selected.

Paul Ackerman
SERVICE CENTER

Select a Shipping Method

Deliver to My School/Dept.
Pick up during business hours

Delivery Estimate
Monday, October 03, 2016

Ordered Items	Quantity
1 [BV-105] BV-105 PWN Ident Services etc and Consent Sept 2010 Electronic.pdf	25
2 BV-111 Consent to Administer Prescription Meds - English/Spanish.pdf	25
3 [BV-128] BV-128_Student_Release_Form_Spanish.pdf	25

Enter shipping instructions for this recipient

Billing Information

Paul Ackerman
SERVICE CENTER

Select Billing Codes for Payment

Click Quick Key
Materials Quick Key

Enter billing instructions for this order

Start a New Order

Add Another File to Order

Place Order

8. To complete your form order, scroll down to the bottom of the screen and click 'Place Order.' An order confirmation screen will appear, providing the order number and a printable receipt.