

## Staff ordering instructions:

- Staff members can [order online using WebCRD](#).
- Watch the [Introduction to Online Ordering](#) video for helpful tips.
- Advantages to ordering online: Allows you to see changes made to your order, saves your orders with the paper and bindery for 13 months, saves files for two years, and online ordering can be accessed from home.
- Order by downloading this [Publications order form](#) and saving it to your computer. Email the order form and file of items for publishing to [Publication print orders](#).
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