Headed stationery website

How to order

Welcome

Access the Parliament's headed stationery website:
https://webtoprint.paramountprinters.co.uk/login?returnurl=%2fadmin%2f
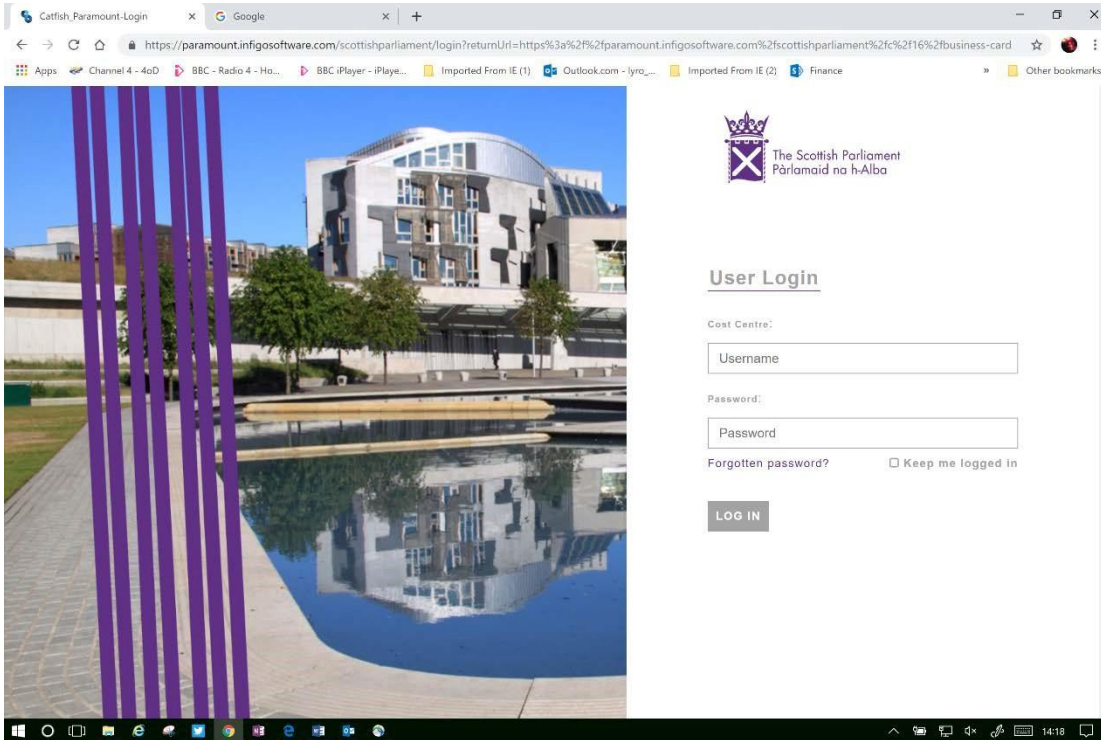
Login

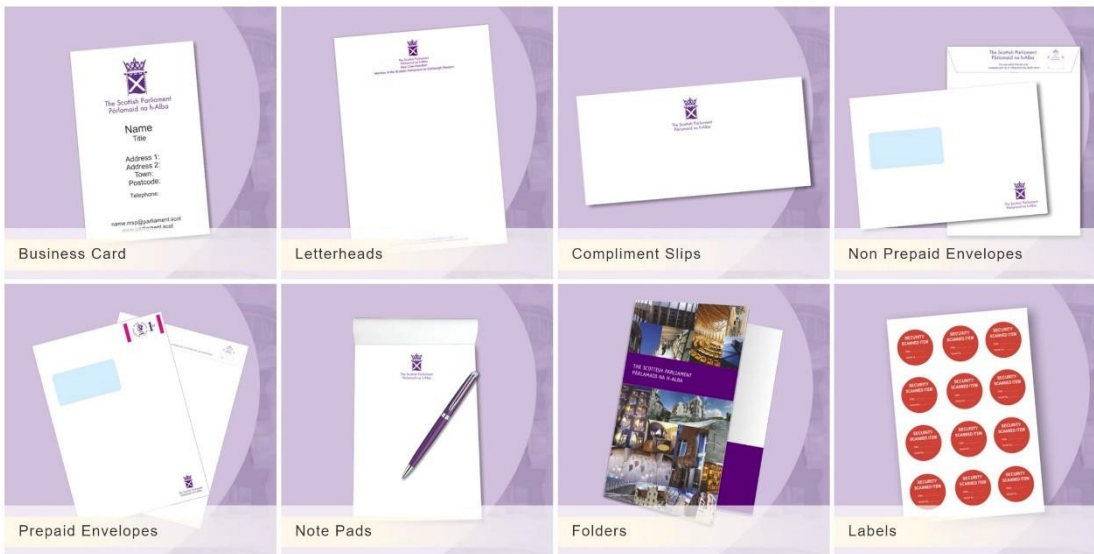Login to the website using the cost centre and password sent to you when your account was set up.
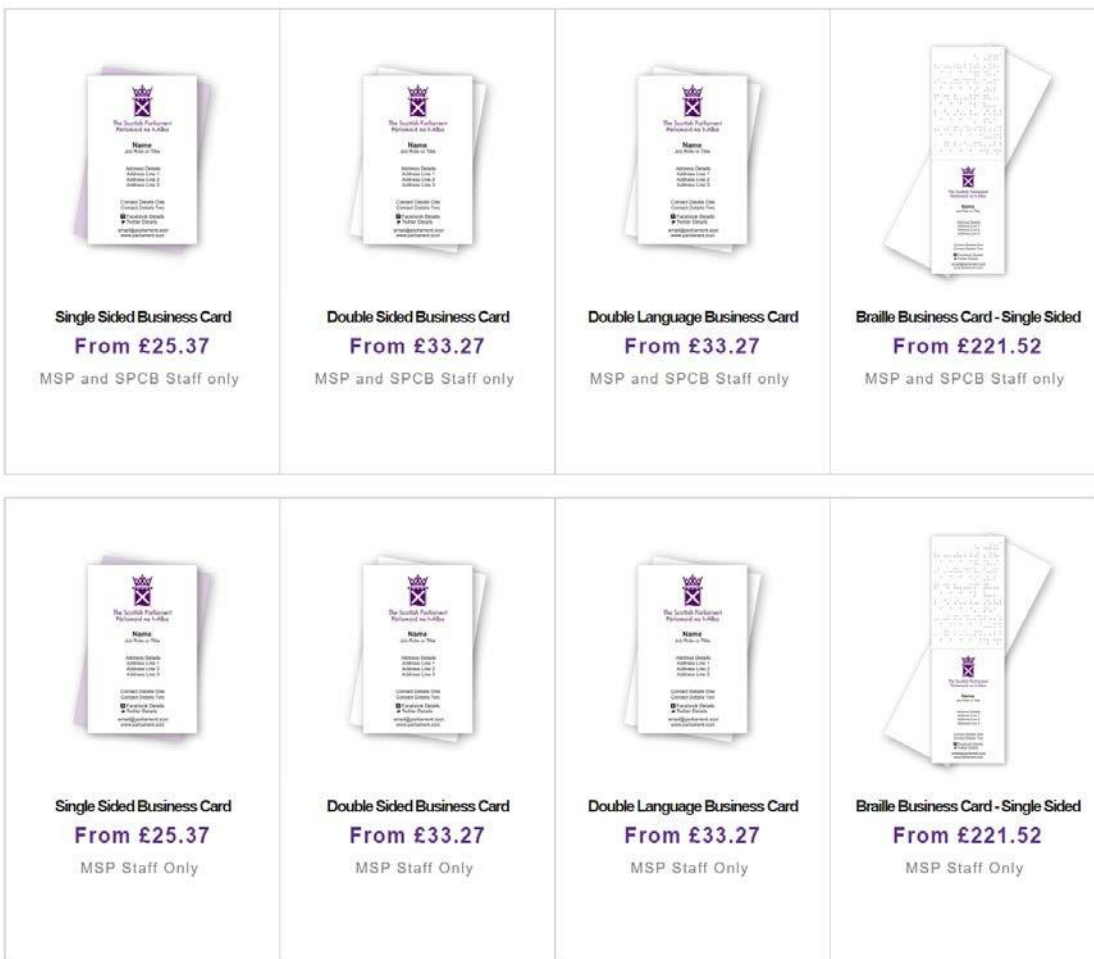Your initial login details will be your MSP or office cost centre (PXXXXX) and the word password.

You can reset your password at any time from the 'forgotten password?' link under the login fields.

Categories and products

Choose the product category you want to order, e.g. business cards, letterheads, envelopes.

| Business Card | Letterheads | Compliment Slips | Non Prepaid Envelopes |
| Prepaid Envelopes | Note Pads | Folders | Labels |

Then choose the specific product you want to order

Single Sided Business Card	Double Sided Business Card	Double Language Business Card	Braille Business Card - Single Sided
From £25.37	From £33.27	From £33.27	From £221.52
MSP and SPCB Staff only	MSP and SPCB Staff only	MSP and SPCB Staff only	MSP and SPCB Staff only

Single Sided Business Card	Double Sided Business Card	Double Language Business Card	Braille Business Card - Single Sided
From £25.37	From £33.27	From £33.27	From £221.52
MSP Staff Only	MSP Staff Only	MSP Staff Only	MSP Staff Only

When you have selected your product, ordering from the new site is easy.

1. **Select the quantity you require**

2. **Personalise as necessary** (MSPs only) *

3. **Select the paper you require**

4. **Add the goods to your shopping basket**

Note that the price will change as you increase the quantities or select higher quality paper. You can track the cost here or from your basket.

You can go back to the goods in your basket anytime to edit the document or change the quantities. Just remember to use the 'update basket' button when you are done.

Personalising

Some products for MSPs can be updated with personal details, such as business cards or personalised letterheads. Choose the product you want and click the start button to begin updating the details.

A4 Letterhead Full Colour Personalised

Selecting Conqueror WILL INCREASE THE PRICE

- ⦿ 100gsm White Recycled Paper
- ○ 100gsm White Conqueror Paper [£0.08]
- ○ 100gsm Vellum Conqueror Paper [£0.08]

£138.35

Qty   500   ▼   START

For MSPs Only

Simply enter the details you require on the fields on the right-hand side of the page – the document will update as you are going along.

Select Page >   1

The Scottish Parliament
Pàrlamaid na h-Alba

Ally Allen
Member of the Scottish Parliament for Lothian Region

Edit Image

Lothian Region

Full Address (one line only)

100 High Street, Localtown, Lothian, EH50

Email

Ali.Allen.MSP@parliament.scot

Contact Detail One

0131 348 5555

Do You Use Social Media?

Yes   ▼

Facebook

AliMSP@Facebook.com

Twitter

@AliAMSP

PAGE CONTROLS

＋ －

RESET

100 High Street, Localtown, Lothian, EH50 1AA
Ali.Allen.MSP@parliament.scot
0131 348 5555

AliMSP@Facebook.com   @AliAMSP

Adding images

If your document requires you to upload an image, please remember to include one that is a high quality and hi-resolution. The maximum file size is 5MB and 300dpi. For the best possible print quality, images should be as near 300dpi as possible.

If you are unsure, you can ask Paramount to check. As a very rough rule of thumb, anything under 1MB is unlikely to be of sufficient quality for a printed document.

Paramount has access to most of the official MSP portrait images that were taken at the start of the session so if you are struggling for a good quality image, your official portrait can be used.

Uploaded images will be retained in your photo library for future orders.

When you have uploaded your image, drag & drop it into the space on the page, click 'edit' and use the controls on the left-hand side to zoom, position or rotate the image.

A4 Letterhead Full Colour Personalised

Select Page >   1

IMAGE CONTROLS

Move

Rotate

Zoom

RESET

CLEAR

PAGE CONTROLS

+ −
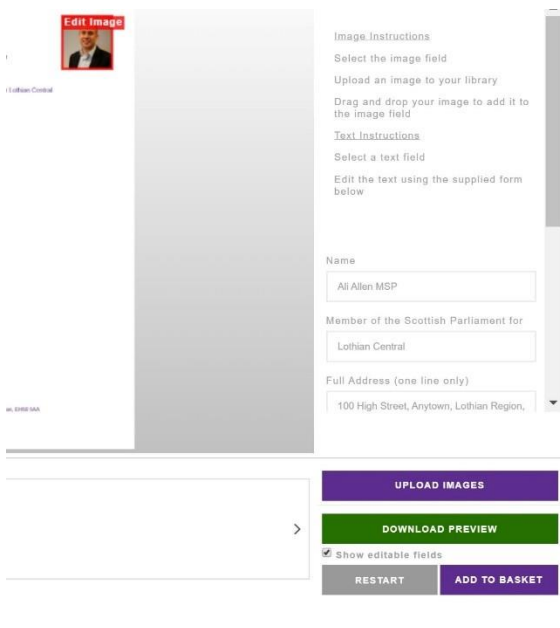
RESET

The Scottish Parliament
Pàrlamaid na h-Alba

Ali Allen
Member of the Scottish Parliament for Lothian Region

100 High Street, Localtown, Lothian, EH50 1AA
Ali.Allen.MSP@parliament.scot
0131 348 5555

AliMSP@Facebook.com   @AliAMSP

Preview

When you have finished adding all the details you require, check how the finished document will look by clicking on the green 'DOWNLOAD PREVIEW' button beneath the personalisation fields.

The preview will open as a pop-up PDF document - if you want to make further changes to your document, just close the preview and continue your editing until you are happy with it.

Basket

When you've finished updating your item and added it to your basket, remember that you can still edit the document or change the quantities – just be sure to use the 'update basket' button before proceeding.

Actions		Product(s)	Price	Qty.	Total
EDIT DESIGN		A4 Letterhead Full Colour Personalised For MSPs Only		500 ▾	£138.35
UPDATE PRODUCT		100gsm White Recycled Paper: 100gsm White Recycled Paper			
DELETE					

UPDATE BASKET

Sub-Total:	£138.35
Delivery:	£0.00
VAT:	£0.00
Total:	£138.35

☐ I agree with the terms of service and I adhere to them unconditionally (read)

CONTINUE SHOPPING   **CHECKOUT**

When you are satisfied with the order, read and check the 'terms of service' box and proceed to the checkout.

Sub-Total:	£138.35
Delivery:	£0.00
VAT:	£0.00
Total:	£138.35

☑ I agree with the terms of service and I adhere to them unconditionally (read)

CONTINUE SHOPPING   **CHECKOUT**

Order confirmation

When you have confirmed the correct delivery address and details, you can place your order by using the 'confirm' button. The website will then issue you with a reference number and a confirmation email will be sent to your account.

Note – the email confirmation will go to the holder of the account, not the person who placed the order. You can update the account holder information so that the right person gets the confirmation emails by emailing sales@paramountprinters.co.uk.

Further help and queries

We hope the new website and ordering process is simple and straightforward but if you have any issues or need assistance, please let us know.

FMmailroom@parliament.scot