



Guide to Implementation: Printed Transcripts

3 Easy Steps

To implement printed transcripts

Outsource Printing

Let students choose the format they need, with no extra work for you

Printing transcripts is time consuming and costly. Why not fulfill your print requests as easily as your eTranscripts? Parchment will print and mail your official transcripts anywhere in the world. Get started now!

1. Provide a PDF of your Official Transcript

In most cases the PDF that is used for your eTranscripts can also be used for your printed transcripts. Parchment will work with you to ensure that if there are any required edits to either the artwork or the transcript data, those are supported. But typically, with out any extra work, you're already ready to print!

2. Review and Approve the Transcript

Parchment will provide institutions with samples to review and approve, ensuring that your printed transcript looks exactly as you wish.

3. Make a Print Transcript Available for Ordering

Parchment's implementation manager will help configure and enable a Printed Transcript Product in your institution's ordering storefront. Your implementation manager will ensure that all of your processing rules and automation with your business systems are honored.



Annually, Parchment prints and mails more than
350,000 Official Transcripts on behalf of
institutions like yours!

About Printing and Mailing Transcripts

Print Facility:

Parchment's secure print facility receives the print requests delivered automatically from Parchment Send. Requests are processed within one business day.

The secure print facility is located at Parchment Headquarters in Scottsdale, Arizona. The facility requires an employee badge and access code to enter, and access is only granted to employees who have undergone and passed background security checks prior to starting with Parchment. Mail is processed and placed in a secure drop box prior to being picked up by the U.S. Postal Service of FedEx.



Security Paper:

Included in the printing and mailing fee is high quality security paper built specifically for Parchment. To prevent unauthorized duplication, the following security features are incorporated:

- **Hidden Seal(s):** visible only under a florescent green black light.
- **Anti-Copy Watermark(s):** visible when held at a 45-degree angle or under a back light.
- **Anti-Copy Coin Rub:** Rub a coin on the back to reveal the anti-copy coin rub security watermark.

If you would like to source your security paper through Parchment to customize the security features you would like to offer on your printed transcripts, Parchment is happy to help. Just contact your Account Executive to discuss your needs!

Shipping Options and Fees:

Institutions may customize the shipping fees, starting at \$2.50 per transcript, for each shipping option available. When placing the transcript request order, the following shipping options may be selected:

- USPS Standard Shipping
- USPS International Shipping
- FedEx Overnight Shipping
- FedEx International Shipping:
*FedEx Shipping Includes a
FedEx Tracking Number*