


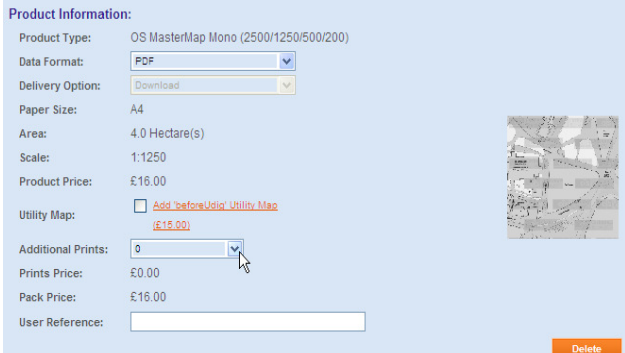
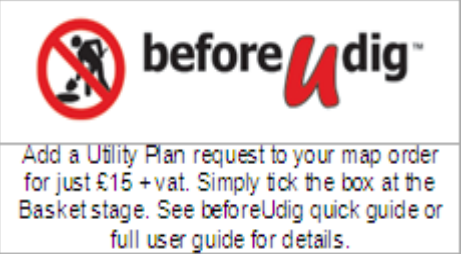




## Order Stanfords Planning Maps (PDF, TIFF, DOC)

Steps to follow	Additional Information
<ol style="list-style-type: none"> <li>1. Enter username &amp; password at homepage</li> <li>2. Enter postcode in Choose an Area field &amp; click search</li> <li>3. Choose your site centre from address list below the map window</li> <li>4. Change product to OS MasterMap Mono (top right) &amp; accept the view charge</li> <li>5. A4 Planning Maps are shown immediately below the Map window. For A3, A2 or A1 paper sizes expand the 'Professional Product Portfolio'.</li> <li>6. Click "View" next to product choice below map window, e.g. 4.0 Hectares A4 1:1250 scale – a yellow box is shown on screen</li> <li>7. Move the order area and/or add annotations to map as required (*See opposite column)</li> <li>8. Tick "Select to Order" next to your chosen product</li> <li>9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites</li> <li>10. When finished ordering click "Go to Basket"</li> <li>11. Choose from PDF, Tiff or Doc in Data Format field (&amp; add order reference in field below if required).</li> <li>12. If Required (** See opposite column) select number of Print Copies your order should be licensed for from the Additional Prints Dropdown as shown below – your selection determines the 'Pack Price' shown.</li> <li>13. If required, tick the Utility Map checkbox to submit a beforeUdig Utilities Plan request for your map order area and / or click "Submit"</li> <li>14. Accept terms &amp; conditions (for each map) &amp; click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account</li> <li>15. Following payment, return to Stanfords Portal</li> <li>16. Click "My Account" (top right)</li> <li>17. Select "Order History" from the menu displayed</li> <li>18. Select "Click for Order Details" next to your order number</li> <li>19. Click the orange download button &amp; save your map file to your PC</li> <li>20. Double click the zip file &amp; open the PDF/TIFF/DOC file</li> </ol>	<p>Pan around the mapping -</p>  <p>Move the order area (yellow box) -</p>  <p>* Annotate property/land boundaries (red or blue). <b>Annotations must be added before clicking 'Select to Order'</b> to see a price –</p>  <p>** There is no need to specify/submit additional prints required if using our planning maps in electronic format only (via Planning Portal / email to Planning Authorities) or if you hold an Ordnance Survey Paper Map Copy Licence.</p>
	 <p>Add a Utility Plan request to your map order for just £15 +vat. Simply tick the box at the Basket stage. See beforeUdig quick guide or full user guide for details.</p>

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