

### 1.0 INTRODUCTION

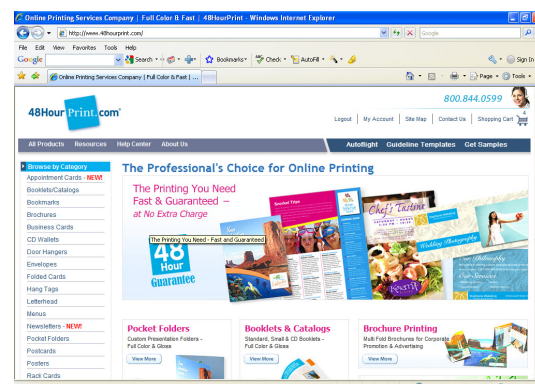
For your convenience we have created these instructions to help guide you step-by-step through the ordering process. Our website makes it easier than ever to order products, select options, choose multiple shipping addresses, request blind shipping, and many other options.

Many of the best features of our site begin with the establishment of an account. Your personalized **My Account** page will allow you to save billing and shipping addresses, view information about existing orders, view order history, and take advantage of one click reordering.

### 2.0 PLACE YOUR ORDER

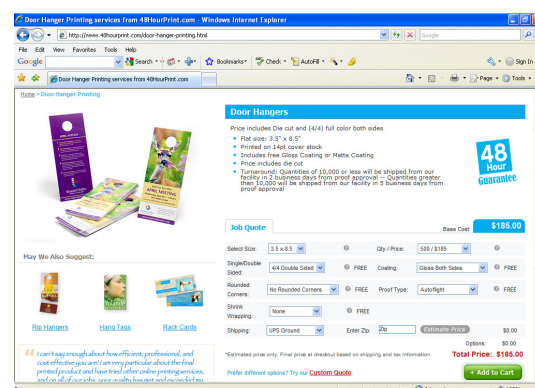
#### STEP 1

Select your product from the **All Products** or **Browse by Category** list



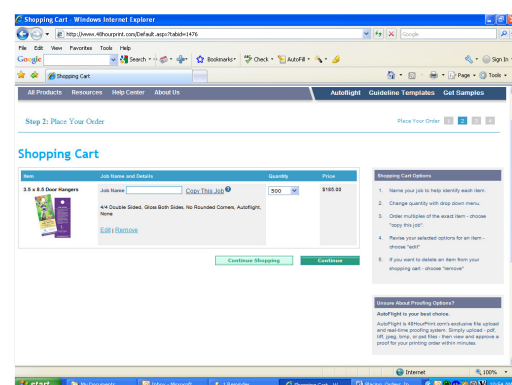
#### STEP 2

Complete all the questions about size, quantity, coatings, sides, proof type, shipping method, and other product specific options and then click **Add to Cart** to proceed to the shopping cart.



#### STEP 3

Verify the information in your shopping cart and either **Continue Shopping** or **Continue** to check out.



### STEP 4

Enter your shipping address and then click **Get Shipping Quote.**

### STEP 5

Select your shipping method and then click **Continue.**

### STEP 6

Review your order and then click **Continue.**

### STEP 7

Create an online account by entering in your **Email Address** and creating a **Password**. Then click **Create Account**.

**STEP 8**

Select your **Payment Method** and enter in your **Billing Address** and then click **Continue**.

**STEP 9**

You will then be directed to the order summary to review your order one last time. Then click **Complete Order**.

**3.0 Upload Your Files**

Using the file submission method you selected (**AutoFlight** or **24 Hour Proof**) you will submit files for each of the items in your order by clicking on **Upload Your Files Now**.