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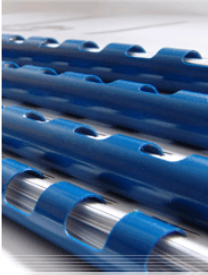
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Upload your reports and print your monthly booklets



[→ Upload Now!](#)

Choose a template and make an order from the store.




[→ Enter Now!](#)


Not using a template to order? Upload your work here and we will do the rest.



[→ Upload Now!](#)



[Click to see order status](#)



Print documents directly from your computer
[Download the Print Driver](#)

4. Click on Choose a template



[Order Jobs](#)

[Track Jobs](#)

[Manage Templates](#)

[Manage Account](#)

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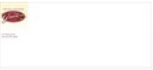



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Select Category

- [Business Cards\(1\)](#)
- [Coin Envelopes\(1\)](#)
- [Envelopes\(1\)](#)
- [Gift Cards\(1\)](#)
- [Letterhead\(1\)](#)
- [Marketing Materials\(4\)](#)

Graeter's Marketing Collateral - click on a category below

Business Cards  Select	Coin Envelopes  Select
Envelopes  Select	Gift Cards  Select
Letterhead  Select	Marketing Materials  Select

Shopping Cart

No items in cart.

[View Cart](#)

Items On Hold

[Remove](#) [Add to Cart](#)

5. Select category.



Order Jobs

Track Jobs

Manage Templates

Manage Account



Cart



Downloads



Help



Logout

Show All Categories > Business Cards

Select Category

- Business Cards(1)
- Coin Envelopes(1)
- Envelopes(1)
- Gift Cards(1)
- Letterhead(1)
- Marketing Materials(4)

Graeters Business Card



Add to Cart

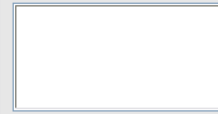
Hold

Shopping Cart

No items in cart.

View Cart

Items On Hold



Remove

Add to Cart

6. Select "add to cart".



Order Jobs

Track Jobs

Manage Templates

Manage Account



Cart Downloads Help Logout

Graeters Business Card

Variable Information

Job Details

Preview

Default

* Name:

Title:

Company:

* Address:

* City, State, Zip:

* Direct: e.g. (222) 222 2222

* Mobile: e.g. (222) 222 2222

* Fax: e.g. (222) 222 2222

* Office: e.g. (222) 222 2222

Email address: e.g. jenny@mail.com

* Mandatory Fields

Page: 1

Chip Graeter
Title
Graeter's Inc.
2145 Reading Rd.
Cincinnati, Ohio 45202
Direct: (513) 555-5555
Mobile: (513) 555-5555
Fax: (513) 555-5555
Office: (513) 721-3385
chip@graeters.com
www.graeters.com
1-800-721-3323

Summary: Graeters Business Card #10141
Copies: 250

GRAETER'S BUSINESS CARDS

Colour:	Colour
Sides:	Simplex
Number of pages in your job:	1
Page Size Options:	3.5 x 2
Paper:	Coated;Gloss;10pt C1S;White;150
Sides:	Both sides
Lamination option:	No Lamination

Cancel

Continue

7. Fill in variable information and click on continue.



Order Jobs

Track Jobs

Manage Templates

Manage Account

Cart

Downloads

Help

Logout

Graeters Business Card

Variable Information >

Job Details >

Preview >

Page: 1



I have reviewed the Proof and accept it

Cancel

Back

Add to Cart

Add to Cart & Order

- This screen is your proof (please review carefully) and check box "I have reviewed....."
- Click on add to cart.

Note: If you are ordering several items – use add to cart button; if you are ordering a single item – use the "add to cart and checkout button".



Order Jobs

Track Jobs

Manage Templates

Manage Account



↓ Downloads



Help



Logout

Saved Jobs

Shopping Cart

Approval

Printing

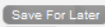


Shipping

Received

Search

Shopping Cart

Click on **Proceed to Checkout**.

JOB #	Thumbnails	Job Name	Quantity
10085	  	Graeters Business Card #10085	250  250 500

Proceed To Checkout

10. Select quantity from drop down menu.

11. Click on Proceed to Checkout.



Order Jobs

Track Jobs

Manage Templates

Manage Account

Cart

Downloads

Help

Logout

Checkout

Shipping Details

Billing Details

Confirmation

Please enter your shipping details:

Ship to this Address:

United States

Edit

Show Address Book

Enter a New Shipping Address

Ship To Multiple Addresses

Cancel

Continue

12. Enter shipping address or select address from address book.

13. Click on Continue

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Checkout

[Shipping Details](#)**[Billing Details](#)**[Confirmation](#)

Before placing the order, Verify all relevant information.

Order Information

Ship to

Shipping To:		Shipping Date: 01-21-2011 ,04:00	
United States		Shipping Method: Standard Delivery	
Job#	Job Name	Job Details	Quantity
10141	Graeters Business Card #10141	Ref Code: <input type="text"/>	250
	Ordered by: Graeter's		

Summary

Payment Method

[Cancel](#)[Back](#)[Place Your Order](#)

14. Click on Place Your Order.

[Order Jobs](#)[Track Jobs](#)[Manage Templates](#)[Manage Account](#)[Cart](#)[Downloads](#)[Help](#)[Logout](#)

Checkout

[Shipping Details](#)[Billing Details](#)[Confirmation](#)

Thank you for the order. Verify the status of your order in Track Jobs. For your convenience, it is recommended to [Print](#) out this page.

Billing		Payment Method	
Billing Address: United States		Purchase Order PO Number:	
Ship to			
Shipping To: United States		Shipping Date: 01-21-2011 ,04:00 Shipping Method: Standard Delivery	
Job# 10141	Job Name Graeters Business Card #10141 Ordered by: Graeter's	Job Details Ref Code:	Quantity 250
Summary			
Order #:OSR413			

[Continue Shopping](#)

15. Print Order Confirmation.

16. Click on Continue shopping. (If you used the "add to cart and checkout" option this would be the last screen).