

SIMPLE • ACCURATE • EFFICIENT

RELIABLE • FLEXIBLE • FAST

The Ordering Process:

LOG IN



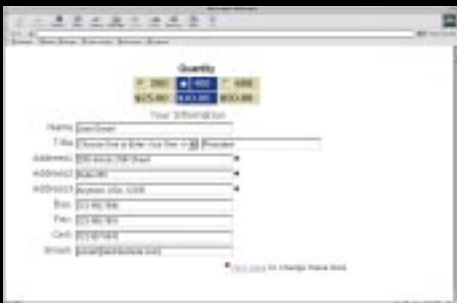
EACH ACCOUNT IS ASSIGNED AN ACCOUNT NAME AND PASSWORD TO LOG INTO OUR SECURE SERVERS. YOU CAN ACCESS ORDERPRINTING.COM™ VIA THE INTERNET, YOUR COMPANY'S INTRANET OR FROM YOUR COMPANY'S WEBSITE.

SELECT YOUR PRODUCT



EACH OF YOUR COMPANY'S STATIONERY TEMPLATES WILL APPEAR. SIMPLY CHOOSE THE TEMPLATE YOU WILL BE ORDERING. WITH SUB-ACCOUNTS, YOU CAN LIMIT THE TEMPLATES SHOWN TO ANY INDIVIDUAL OR GROUP OF INDIVIDUALS.

COMPLETE THE ORDER FORM



SIMPLY FILL IN ALL VARIABLE DATA, SUCH AS NAME, TITLE AND E-MAIL ADDRESS. YOU MAY WANT THE OPTION OF ADDING A PURCHASE ORDER NUMBER OR CHOOSING A DELIVERY METHOD, NEXT DAY FOR EXAMPLE.

PROOF AND SUBMIT THE ORDER



YOU WILL SEE A REAL TIME PROOF OF YOUR ORDER, SHOWN EXACTLY AS IT WILL BE PRINTED. ONCE YOU ARE SATISFIED, SUBMIT YOUR ORDER. OF COURSE, IN SETTING UP YOUR ACCOUNT, YOU MAY CHOOSE TO HAVE JOBS SUBMITTED IMMEDIATELY, OR SENT TO AN ELECTRONIC HOLDING BIN FOR APPROVAL.

LIFE JUST GOT

Finally, an online procure

REAL TIME PROOF...

ENFORCE YOUR CORPORATE IDENTITY



ALL OF YOUR CORPORATE IDENTITY "RULES" WILL BE BUILT INTO THE STATIONERY TEMPLATES. ONCE ALL ORDER INFORMATION HAS BEEN ENTERED YOU WILL BE SHOWN A PROOF IN THE EXACT FORMAT YOUR ORDER WILL BE PRINTED.

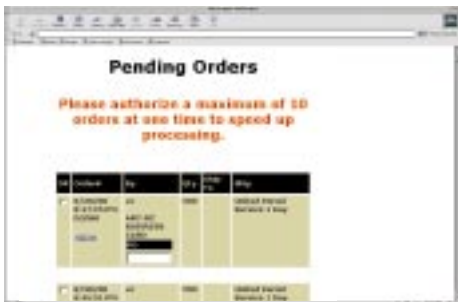
CREATE SUB-ACCOUNTS



BY CREATING SUB-ACCOUNTS, YOU CAN CONTROL WHAT PRODUCTS AND TEMPLATES ARE AVAILABLE FOR ORDERING BY DIFFERENT PEOPLE IN YOUR ORGANIZATION. THIS IS PARTICULARLY USEFUL IF YOUR COMPANY HAS MULTIPLE IDENTITIES FOR VARIOUS DIVISIONS, BRANCHES OR SUBSIDIARIES.

AUTOMATED

APPROVAL PROCESS



BASED ON YOUR REQUIREMENTS, ORDERPRINTING.COM™ HAS THE ABILITY TO CREATE AN APPROVAL PROCESS. SUB-ACCOUNTS CAN BE FLAGGED IN THE SYSTEM AS REQUIRING APPROVAL. INCLUDED IN THE APPROVAL PROCESS IS THE ABILITY TO PROOF THE ITEM BEING ORDERED, ASSIGN PURCHASE ORDERS AND COST CENTER INFORMATION, AND EDIT THE ORDER, GIVING YOU COMPLETE CONTROL OF YOUR STATIONERY PURCHASES.

DROP DOWN MENUS



ORDERPRINTING.COM™ CAN PROVIDE YOU WITH DROP DOWN MENUS ON ANY FIELD IN THE ORDER FORM. THIS REDUCES THE NUMBER OF KEYSTROKES NEEDED TO PLACE AN ORDER AND ASSISTS YOU IN MAINTAINING YOUR CORPORATE IDENTITY; EVEN OPTIONAL LOGOS CAN BE SELECTED QUICKLY AND EASILY FROM A DROP DOWN MENU.

EASIER management system that offers...



ORDER HISTORY

ORDERPRINTING.COM™ OFFERS YOU A COMPLETE HISTORY OF ALL OF YOUR STATIONERY ORDERS. YOU CAN SEARCH THE DATABASE BY PRODUCT, DATE RANGE, NAME, ORDER NUMBER, OR KEYWORD. YOU CAN UTILIZE ORDER HISTORY TO QUICKLY AND EASILY REORDER OR EDIT ANY STATIONERY PRODUCT WITHOUT HAVING TO REKEY THE DATA.



MANAGEMENT REPORTS

ORDERPRINTING.COM™ PROVIDES YOU WITH ALL OF THE INFORMATION YOU NEED TO MANAGE YOUR STATIONERY PURCHASES. THE MANAGEMENT REPORTS DETAIL ORDER ACTIVITY FOR EACH OF YOUR SUB-ACCOUNTS BY PRODUCT. THIS ALLOWS YOU TO ACCURATELY TRACK, FORECAST, AND BUDGET YOUR STATIONERY PURCHASES.



BATCH PROCESSING

AREA CODE CHANGE, CORPORATE MERGER, LOGO CHANGE....NEED TO ORDER MANY BUSINESS CARDS AT ONCE? WITH ORDERPRINTING.COM™ YOU CAN UPLOAD INFORMATION RIGHT FROM YOUR EMPLOYEE DATABASE INTO YOUR BUSINESS CARD OR STATIONERY TEMPLATES. NO NEED TO REKEY ALL OF YOUR EMPLOYEE INFORMATION.



INTRANET AND INTERNET SITE LINKING

DOES YOUR COMPANY ALREADY HAVE AN INTRANET OR WEBSITE? NO PROBLEM. ORDERPRINTING.COM™ CAN BE LINKED TO YOUR WEBSITE SO THAT USERS FEEL THEY HAVE NEVER LEFT YOUR SITE WHEN PLACING A STATIONERY ORDER. THEY IMMEDIATELY RETURN TO YOUR INTRANET OR WEBSITE WHEN THE ORDER IS COMPLETE.

