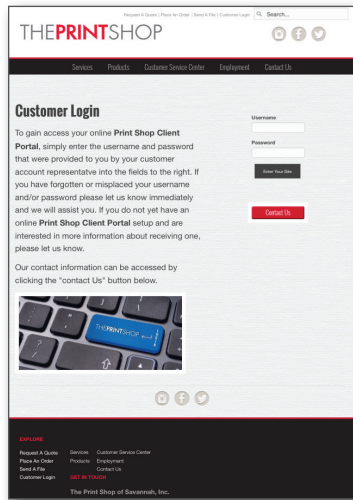


## CLIENT PORTALS

Easy Online Ordering, Do-It-Yourself Proofs,  
Complete Order & Quote History & Much More!

**YOU ARE GOING TO LOVE THIS!**



## WHAT CAN A CUSTOMER PORTAL DO FOR YOU?

A customer portal is your very own password-protected area, it's your private website within our website that makes it easy for you and others in your organization to do business with us.

THINK OF YOUR PORTAL AS A DIGITAL SWISS ARMY KNIFE THAT ALLOWS YOU TO:

- Place orders from a personalized catalog of your regularly ordered items.
- Approve your order(s) and view your order history.
- Make a payment.
- Place a new order.
- Request an estimate.
- Send a file.
- Create or view and proof.

Do you have multiple people ordering?

**NO PROBLEM—we'll set them up!**

**Get started by going to our website and logging in.**

## CUSTOMER PORTAL FEATURES

### REQUEST A QUOTE

Have a new job you'd like us to quote? Simply enter the job specifications from your portal and submit the request and we'll get back to you with a price in two shakes of a lamb's tail.

### ORDER ONLINE

Browse your document library, choose a quantity and we'll do the rest. You'll receive confirmation of your order and we'll deliver it to your office or prepare it for pickup—your choice!

### SEND A FILE

Save time and avoid the hassles and potential corruption issues commonly associated with email attachments. You can safely send us your files from your portal—that's right, even the big files (up to one gigabyte)—and we'll handle the job.

### CREATE & VIEW A PROOF

Design your piece online and see a print ready proof immediately or view a proof that one of our designers has created for you —gone are the days of waiting around for a fax or email. Approve your proof or request changes using the feedback form and we'll take it from there.

### ONLINE PAYMENTS

You're busy enough as it is. That's why we give you a simple and secure payment form to make it easy to quickly pay an invoice without using a stamp or picking up a phone.

### ORDER APPROVAL

Want to approve orders before they're off to production? No problem. When an order is placed, we'll send you an email to approve or deny the order. Just let us know which employees you want to have access to the order approval feature and we'll get them set up.

### ORDER HISTORY

View all of your past orders, keep track of the status of your current orders and export the details if you want to. Your order history makes it easy for you to quickly reorder common projects by choosing the quantity and clicking the reorder button.

**Contact your account representative to sign up and we'll start building your personalized portal right away!**