

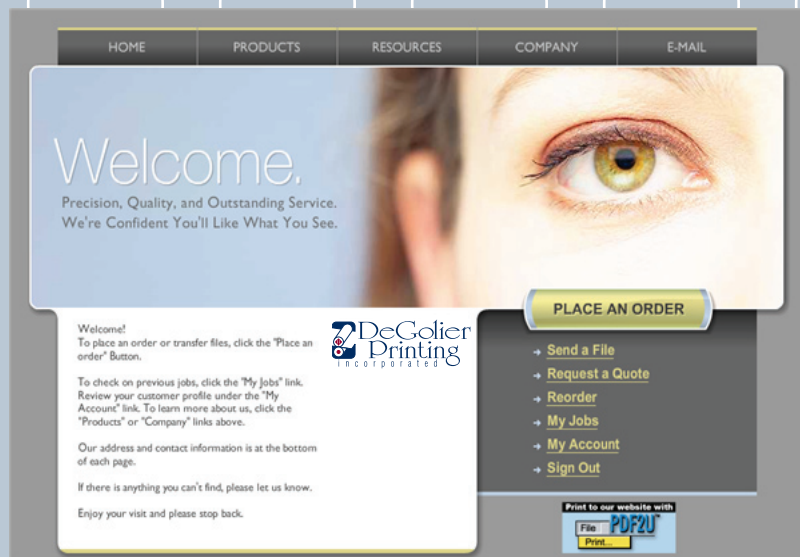


using our e-commerce website

 DeGolier
Printing
i n c o r p o r a t e d

Online Print Ordering Made Easy

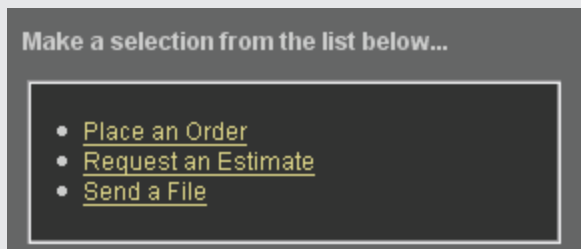
Use the DeGelier website for file transfer, new orders, and reorders. Our website is conveniently open 24 hours a day, 7 days a week. Use it from work, home, anywhere you have Internet access!



Submitting an order or file.

To place an order or send a file:

1. Click "Place An Order".
2. Select an order form and enter your requirements.



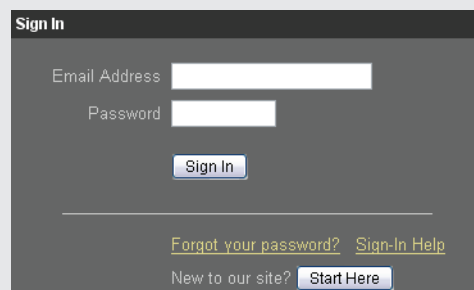
3. Attach any files and click "Send". You will immediately receive a confirmation e-mail with a link to review your order and make changes if needed.

Already have an online account with us?

Sign-in to save time and see special order forms we have created for you. If you don't have an account, click the "Start Here" button to create one FREE.

Select an appropriate order form from the list. Enter the information, attach any files and click Send.

It is that easy!



Review Your Orders

We make it simple for you to review your orders.

- [Send a File](#)
- [Request a Quote](#)
- [Reorder](#)
- **My Jobs**
- [My Account](#)
- [Sign Out](#)

1. Click the "My Jobs" button.



2. Our site will display your most recent orders. To review older orders, simply select the date range from the menu.

Jobs Sent by Me
Since 10/17/2006 Page: 1 of 1

Show the past

Filter by

| | | |
|--|------------------------|---|
| 1290776 <input type="checkbox"/> | ↕ 8:36 PM ⏪ 8:36 PM | Logo for Letterhead Form: Send a File |
| 1290774 <input type="checkbox"/> | ↕ 8:34 PM ⏪ 8:35 PM | Envelopes Form: Place an Order |
| 1290773 <input type="checkbox"/> | ↕ 8:32 PM ⏪ 8:32 PM | Brochures Form: Request an Estimate |

3. Review the order by clicking its tracking number.

Details of the order can be seen by clicking the "History", "View Proof", or other tabs.

Reorders

Save time by placing reorders from a past job.

1. To place a reorder, click the "My Jobs" button. Find the job and click its job tracking number.

2. On the "Change/Reorder" tab, click the "Start a new job" link.

3. Click "Place Reorder".

A screenshot of a web interface. At the top, there is a green circular refresh icon followed by a button that says "Start a New Job, based upon the information below. Click Here." Below this is a white button with a blue border that says "Place Re-Order".

The order information will be copied to a new order form. Make any necessary changes to the order, and click "Send".

Print a file to our website

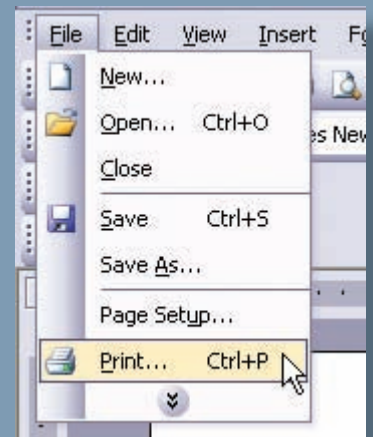


No need to find and attach your file to an email, instead you simply “print” your file to us. The file is automatically sent to our Website. It’s like printing to your ink jet or laser printer, but better!

1. Print your file and choose the DeGolier printer.
2. Your web browser will open our website. Select an order form and enter your requirements.
3. Click “Send”. The file is automatically attached and sent to our website.

You will be able to see and approve a proof in minutes - no need to wait.

Download and install our print driver to take advantage of our Print-to-Web application.



DeGolier Printing
525 Commercial Ave.
Sun Prairie, WI 53590
608.837.7483