



# HOW TO ORDER ON PrintBayArea.com

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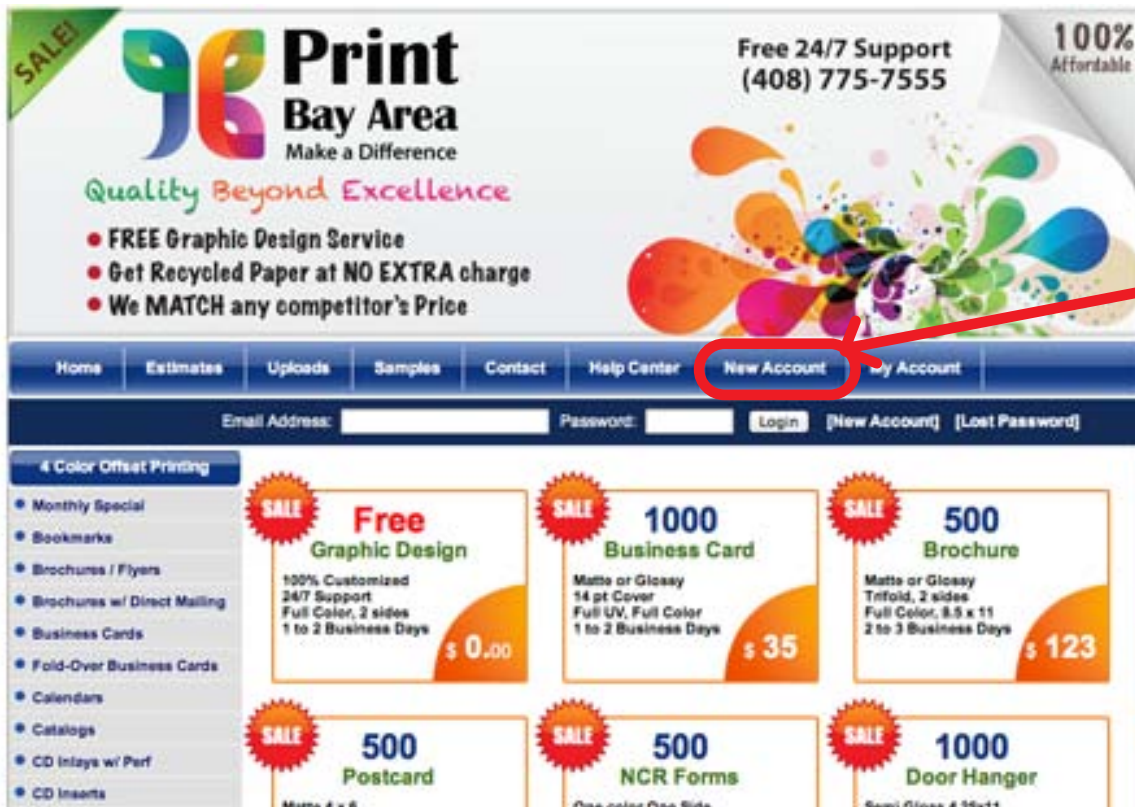
*(Click on each category below to go to that page)*

- 1- Creating a New Account
- 2- Choose a Product / Price Calculator
- 3- Place order
- 4- File Uploader
- 5- My Account (Order Status)

## Create a New Account

1

First start the process by creating a new account on our website.



On the next page you will see the new account's panel

# New Account Panel

2

Please fill out all the required information on this page.


## Choose a Product / Price Calculator

- 3** Please choose your product from either home page or left panel (pic 1). Then choose the specifications on price calculator (pic 2) i.e. size, paper, coating, quantity. Check the price and then hit "Place order".

**Pic 1**



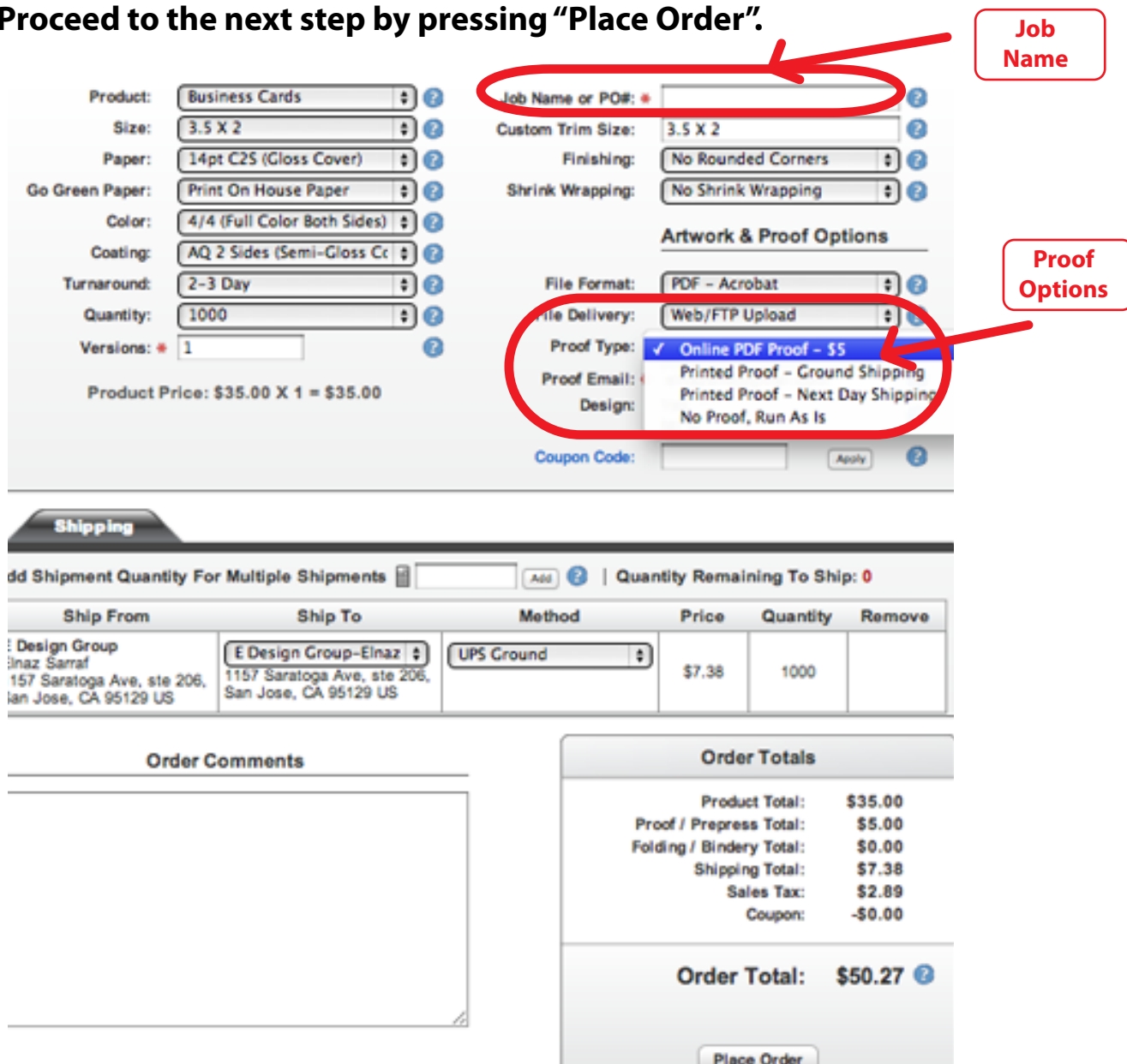
**Pic 2**



**Place Order**

## Order Panel

- 4**
- At this point, you should check your order to make sure everything is fine.
  - Give a name to your project. This is just for your own use.
  - If you don't want to see an online proof of your work choose "Run As Is".  
*You don't need proof if you are going to order your design with us.*
  - Proceed to the next step by pressing "Place Order".



**Job Name**

**Proof Options**

Product: Business Cards  
Size: 3.5 X 2  
Paper: 14pt C25 (Gloss Cover)  
Go Green Paper: Print On House Paper  
Color: 4/4 (Full Color Both Sides)  
Coating: AQ 2 Sides (Semi-Gloss Cc)  
Turnaround: 2-3 Day  
Quantity: 1000  
Versions: 1  
Product Price: \$35.00 X 1 = \$35.00

Job Name or PO#:   
Custom Trim Size: 3.5 X 2  
Finishing: No Rounded Corners  
Shrink Wrapping: No Shrink Wrapping

**Artwork & Proof Options**

File Format: PDF - Acrobat  
File Delivery: Web/FTP Upload  
Proof Type:  Online PDF Proof - \$5  
Proof Email:  Printed Proof - Ground Shipping  
Design:  Printed Proof - Next Day Shipping  
 No Proof, Run As Is

Coupon Code:  Apply

**Shipping**

Add Shipment Quantity For Multiple Shipments  Add | Quantity Remaining To Ship: 0

Ship From	Ship To	Method	Price	Quantity	Remove
E Design Group Elnaz Sarraf 157 Saratoga Ave, ste 206, San Jose, CA 95129 US	E Design Group-Elnaz 1157 Saratoga Ave, ste 206, San Jose, CA 95129 US	UPS Ground	\$7.38	1000	

**Order Comments**

**Order Totals**

Product Total:	\$35.00
Proof / Prepress Total:	\$5.00
Folding / Bindery Total:	\$0.00
Shipping Total:	\$7.38
Sales Tax:	\$2.89
Coupon:	-\$0.00
<b>Order Total:</b>	<b>\$50.27</b>

Place Order

## File Uploader

**5** After you placed your order and paid by your credit card, you can upload your files.

*Note: If you are going to order your design with us, you do not need to do anything on this step. We will upload the designs for you.*

Order #666687 has been successfully submitted to us.

To upload files now, use the Upload Tool below. [Click Here To Scroll Down.](#)

To send files later, [Click Here.](#)

You will receive a confirmation email shortly to confirm your order.



### Advanced Upload Tool

You have 1 job to upload files for. Let's begin...

#### Job #666687-A

Business Cards - test

3.5x2.25pt C2S, 4/4, AQ2 Sides, 3-3 Day, 1 Version

- Upload One File (2 PAGE PDF ONLY - Front & Back Combined)
- Upload Two Files (Front & Back in Separate Files)
- Upload Multiple Files or Other Design Formats

[Guidelines](#)

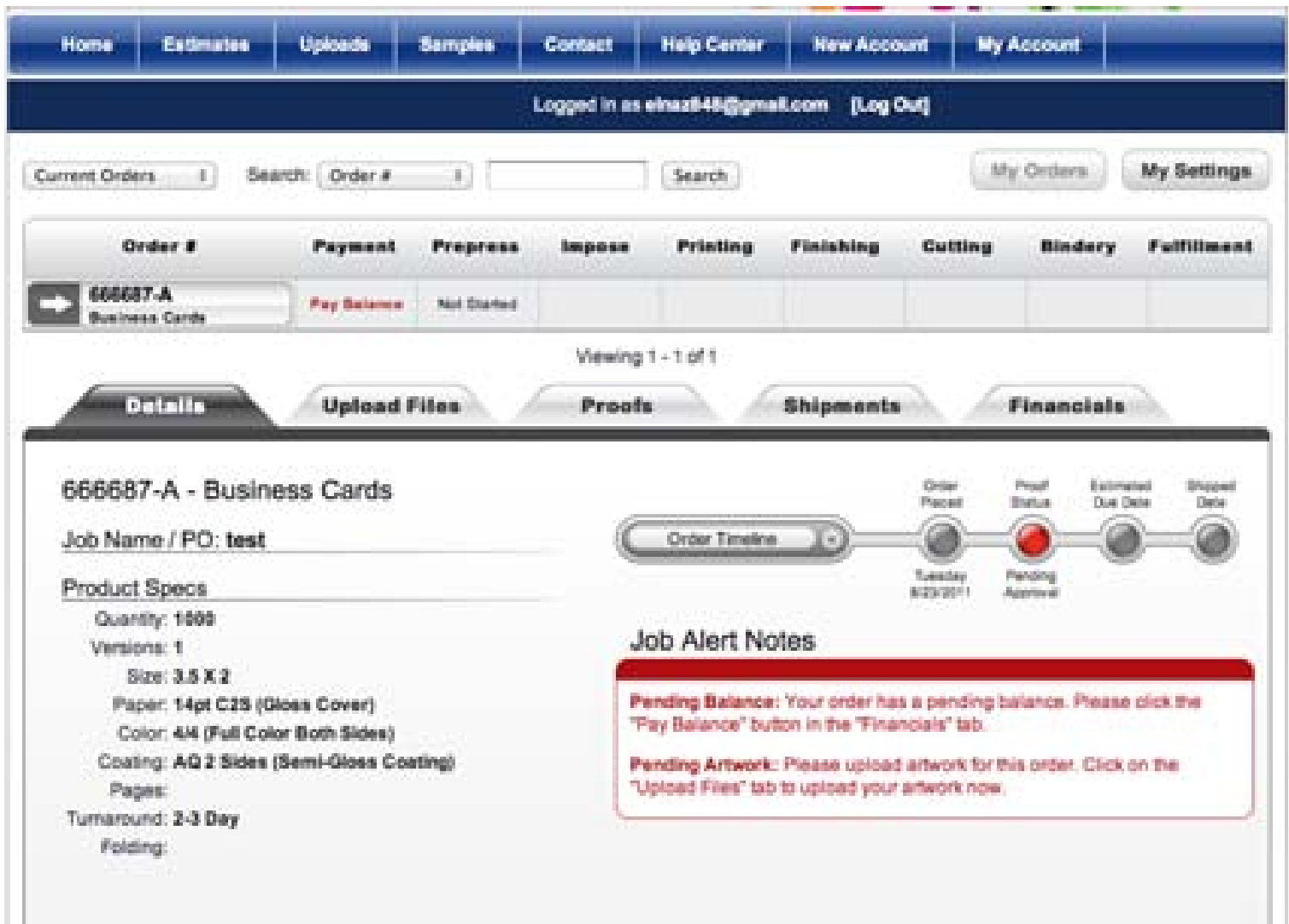
[Select File To Upload](#)

If you do not have Flash or are having problems with our file upload, [Click Here.](#)

## My Account

5

You can check your order's status by going to "My Account".



The screenshot shows the 'My Account' page with a navigation menu at the top: Home, Estimates, Uploads, Samples, Contact, Help Center, New Account, and My Account. The user is logged in as 'einaal48@gmail.com' with a [Log Out] link. Below the navigation is a search bar for 'Order #' and buttons for 'My Orders' and 'My Settings'. A table lists orders with columns: Order #, Payment, Progress, Impose, Printing, Finishing, Cutting, Bindery, and Fulfillment. The selected order is 666687-A, Business Cards, with a 'Pay Balance' button in the Payment column and 'Not Started' in the Progress column. Below the table are tabs for Details, Upload Files, Proofs, Shipments, and Financials. The 'Details' tab is active, showing job name 'test', product specs (Quantity: 1000, Size: 3.5 X 2, Paper: 14pt C25 (Gloss Cover), Color: 4M (Full Color Both Sides), Coating: AQ 2 Sides (Semi-Gloss Coating), Pages, Turnaround: 2-3 Day, Folding), and an 'Order Timeline' showing 'Order Placed' on Tuesday 8/23/2011 and 'Proof Status' as 'Pending Approval'. A 'Job Alert Notes' box contains two messages: 'Pending Balance: Your order has a pending balance. Please click the "Pay Balance" button in the "Financials" tab.' and 'Pending Artwork: Please upload artwork for this order. Click on the "Upload Files" tab to upload your artwork now.'