

VersaDoc System Your Gateway to Ordering Made Simple

Welcome to your VersaDoc System.

We've added a feature to your Customer Portal that's guaranteed to make ordering simple and save you time. The VersaDoc System is especially designed for companies that purchase several business cards, letterhead, or envelopes with the same basic layout but with variable name and address information. From your Document Library you'll be able to enter the variable data, proof the document instantly and place your order with us - all in a matter of minutes.

Here's how it works:

- Go to our website.
 - Click on the Customer Login button located conveniently on our front page.





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• Enter your username and password. If you've forgotten, give us a call or e-mail us by using the contact e-mail link located at the bottom of every page of our site.

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About Us	Products & Services	Customer Resources	Buy Online	Employment	Contact
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• Enter your Document Library using the menu on the left.

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Welcome Document Library Request An Estimate Place A New Order Send A File View A Proof		To place an order or requ enter your desired quanti below. Your account repr the request and contact y If you would like to view a need to have Adobe Acro	y and complete the form ssentative will process ou as soon as possible. ny file listed, click on the d	ABC PLUM	ad a POF fil	
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Online Payments Order Approval Order History		Item #	Item Name	Inventory	Price	

• Enter the quantity you'd like to order and click Continue.

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	*1981 200	ABC Plumbing Letterhead	0	N/A	



- Enter the variable data information.
- · Click on Preview.

About Us	Products & Services	Customer Resources	Buy Online	Employment		
CUSTOMER POR	TAL	DOCUMENT LIBE	RARY			
Welcome Document Library		ABC PLUMBING BUSINESS CARD				
Request An Estimate		Name				
Place A New Order Sent & File		Letitia Susi				
View A Proof		Email				
Online Payments		letitia.susi@gmail.com				
Order Approval		Phone				
Order History		4107396982				
Log Out		Fax				
		5555555555				
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			Preview			

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- View the proof and ensure the document is correct.
- If the text needs to be changed, click on Modify This Item, make the desired changes and click on Preview.
- When the document is correct, press Order.

CUSTOMER PORTAL	Doe	CUMENT LIB	RARY						
Welcome		Please proof your document below. Click on the image to receive a PDF version of your proof. IPDF							
Document Library		requires Adobe Acrobat Re		scene a PDP version of	your proor (P-Di				
Request An Estimate									
Place A New Order		ABC	PLUMB	ING, INC					
Send A File			Letitis S						
View A Proof				6982 Phone					
Online Payments		5555555555 Fax 777.777.777 Gell letilia.suj@mail.com							
Order Approval									
Order History			letitia.su	istagman com					
Log Out	123 Susanna Road, Randallsown, MD 21133								

- You can continue to order as many different documents and variations of each document as you'd like by clicking Continue Shopping in your cart.
 - Once you have completed entering your different documents, complete the contact information.
 - Click on Submit Request at the bottom of your cart.

To complete	your order, please pro-	vide your information	in the form below and	I click on the	
"Send Required and a second se	est" button. A customer itional information.	service representativ	e will process your req	uest and contact	
Your Name					
Demo Porte					
Company					
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Address					
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		Submit Reques	2		Chat With I

• You will immediately receive an e-mail confirming your order.

We take it from here.

We'll produce your jobs and have them delivered to your door, usually within five business days. Some of our customers make a special arrangement where we'll "gang" or group their orders and print weekly.

We appreciate your business and hope you find this service useful. If you have any questions on how to maximize this service for your business, please give us a call.

