

VersaDoc System

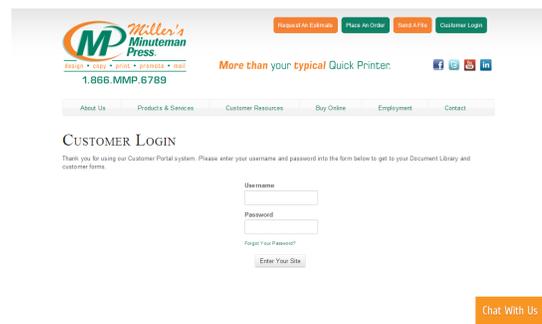
Your Gateway to Ordering Made Simple

Welcome to your VersaDoc System.

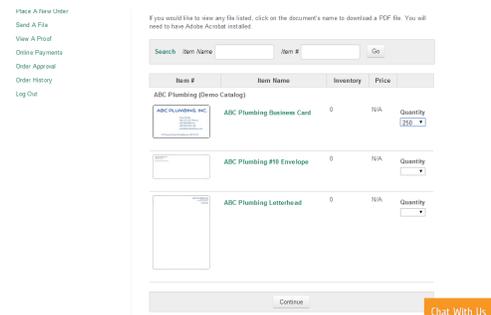
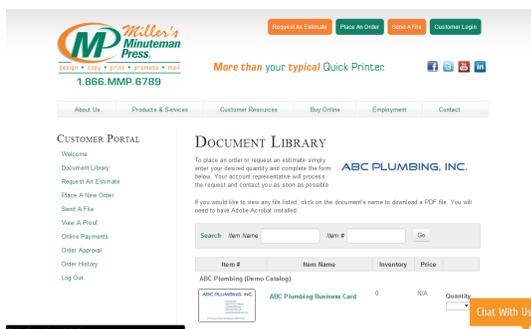
We've added a feature to your Customer Portal that's guaranteed to make ordering simple and save you time. The VersaDoc System is especially designed for companies that purchase several business cards, letterhead, or envelopes with the same basic layout but with variable name and address information. 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:

- 1 • Go to our website.
• Click on the Customer Login button located conveniently on our front page.
- 2 • 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.



- 3 • Enter your Document Library using the menu on the left.
- 4 • Enter the quantity you'd like to order and click Continue.



- 5 • Enter the variable data information.
- Click on Preview.

- 6 • 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.

- 7 • 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.
- 8 • 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.

