

QUICK START GUIDE

PLACING AN INDIVIDUAL ORDER



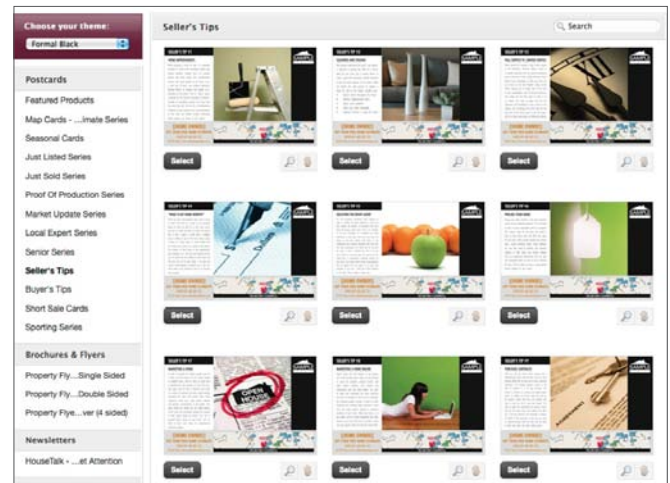
1. GO TO THE STORE AND SIGN IN.

2. FRONT SIDE SELECTION

To view templates, click on the **STORE BUTTON**. Choose from the categories listed on the left. We chose Seller's Tips as an example.

QUICK TIPS: Click the magnifying glass for a larger view. Hold your mouse over the \$ sign for pricing.

After you have chosen your postcard, click the **SELECT BUTTON**. Once you select the front side, you will be directed to select the backside.

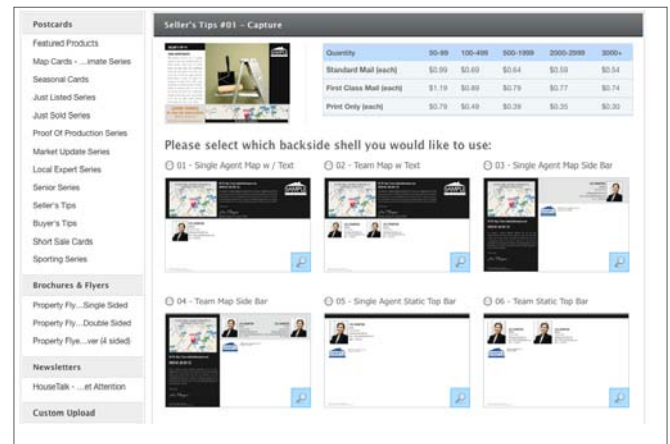


STEP 2

3. BACKSIDE/POSTAGE SELECTION

When you have chosen the backside, click the **ROUND BUTTON ABOVE THE IMAGE**. Note that team versions are available.

IMPORTANT: ONCE YOU SELECT THE BACKSIDE SHELL YOU WILL NOT BE ABLE TO MAKE ANY OTHER POSTCARD SELECTION.



STEP 3

4. Scroll to the **BOTTOM OF THE PAGE AND NAME YOUR ORDER**. This will help you identify it later in your order history. Click the **SELECT BUTTON** to the far right to continue.

5. Fill out any remaining required information and it will populate in all the appropriate fields on both sides of your postcard.

QUICK TIP: The information in your account will automatically be added to your postcard design.

When complete, click the **GENERATE PROOF BUTTON**.

QUICK TIP: You can skip any field and click the **GENERATE PROOF BUTTON**, and you can proceed with your order.

Name your order for future reference:

Select

STEP 4

design → approve → delivery → payment → confirmation

SIDE ONE - FRONT

STEP 6

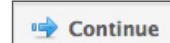
6. **DESIGN:** Each text field box on the left contains copy that is displayed on the postcard to the right. Whatever changes you type on the left hand column will show up on the postcard proof on the right. When side one front is completed, **CLICK ON THE PAGE 2 BUTTON AT THE TOP.**

QUICK TIPS: To find out what any field box represents on the postcard, click inside the field box & notice how the postcard gets dark and only highlights the area that will change. If you click on something on the postcard and nothing highlights, it means that the text or image is part of the template layout and is not able to be changed. The type will become smaller if you put in too much copy. Images will be saved in a library once you upload them on your postcard or account. **IMPORTANT:** If the text looks small on the proof it will print small.

SIDE TWO - BACK

STEP 7

7. Click the **CONTINUE BUTTON AT THE BOTTOM OF THE PAGE** when completed.



QUICK TIPS: To complete your order at a later time, click the **SAVE & EXIT BUTTON.**

The **BACK BUTTON** takes you to the previous screen.

design → **approve** → delivery → payment → confirmation

8. **APPROVE:** The top larger image is your proof to review before approving. You can see page 2 of the postcard by clicking on the smaller images below.

Click the **DOWNLOAD PROOF BUTTON** below the small images to print out a copy to review. To make a change, click the **"NO, TAKE ME BACK" BUTTON**. When you are satisfied, check the boxes in the Customer Agreement section then click the **"I ACCEPT AND APPROVE" BUTTON**.

IMPORTANT: IT IS CRITICAL THAT PROOFS ARE REVIEWED THOROUGHLY AND CAREFULLY. ONCE APPROVED AND YOUR PROJECT IS PRINTED, ANY ERRORS CAUGHT AFTER THE PIECE IS PRINTED IS THE SOLE RESPONSIBILITY OF THE CLIENT. WE CANNOT REFUND A JOB AFTER A PROOF IS APPROVED AND PRINTED.

STEP 8

design → approve → **delivery** → payment → confirmation

9. **DELIVERY:** Select a **TARGET DATE** from the upper left. You have two options how to send your mailing. Select Standard Mail or First Class. Note delivery times.

- Standard Mail (often referred to as Bulk Mail)
Delivery time 5 - 15 days
- First Class
Delivery time 2 - 5 days

Corefact sends mail US Postal Service. Note our delivery policy on the top.

STEP 9

MAILING LISTS: There are two options for your contact mailing list.

- 1. EXISTING LIST BUTTON.** Click here if you have a contact mailing list already uploaded in your account.
- 2. IMPORT LIST BUTTON.** Click here to upload a new mailing list.

To receive a copy of your mailing, check the **"SEED ME ON THIS MAILING"** box and verify the delivery address.

*If you choose the **ATTACH FILE BUTTON**, please allow additional time to process your order.

design → approve → delivery → **payment** → confirmation

10. **PAYMENT:** Fill in the information if you do not already have a credit card on file or select from a saved credit card on the screen. You can also add a new credit card by selecting “Pay with a different card”. If you have a coupon code, you can enter it at this time.

NOTE: Corefact accepts major credit cards including Visa, Mastercard, Discover and American Express using a secure payment gateway provided by Authorize.net.

Click the **CONTINUE BUTTON**.

STEP 10

design → approve → delivery → payment → **confirmation**

11. **CONFIRMATION:** Review the details of your order. Once you have confirmed that everything is correct, click the **PLACE MY ORDER BUTTON**. This is when your credit card will be billed.

NOTE: You will receive confirmation of your order by email. You can review the order in your **ORDER HISTORY**.

STEP 11

Congratulations!

You have successfully placed your order.

Thank you for your business.

FREQUENTLY ASKED QUESTIONS:

DO I NEED AN ACCOUNT BEFORE I PLACE AN ORDER?

Yes. You will need to set up an account first.

DO I NEED TO PAY FOR AN ACCOUNT?

No. All accounts are free.

WHAT IS A KNOCK OUT LOGO?

It is a white logo on a colored background.

CAN I MAKE CHANGES TO THE TEMPLATE DESIGN?

That would be considered a custom design. There is a design setup fee for any change outside the template.

WHAT IS A "SEED" CARD

A seed mailing is a copy sent to the address specified.

DO I HAVE TO FILL OUT MY INFORMATION EVERY TIME I PLACE AN ORDER?

No. Our system will automatically generate all your information on any future orders after your first order.

CAN I CHANGE THE PLACEMENT OF THE PHOTOS OR TEXT?

No. The templates are set up with specific layouts and they are not interchangeable. The photos cannot be moved.