Ready to place your first order and see the quality that PrintsWell can provide? **Let's get started!**
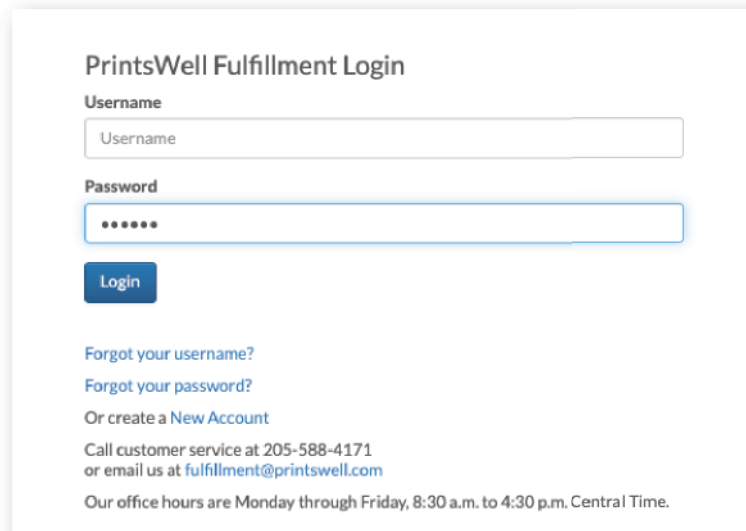
Placing Your First Order

First things first, you will need to login to orders.printswell.com with your Login Credentials provided in your Account Setup email.

PrintsWell Fulfillment Login

Username

Username

Password

••••••

Login

Forgot your username?

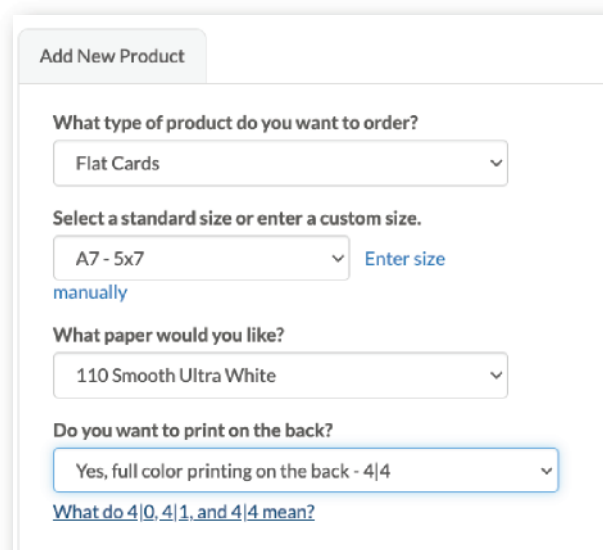Forgot your password?

Or create a New Account

Call customer service at 205-588-4171
or email us at fulfillment@printswell.com

Our office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Central Time.

To begin an order or create a mockup order for pricing, click the Start Order button located in the Orders Not Submitted section of your account.

>>→ START ORDER

Begin adding your item by selecting the specifications in the dropdown options.

Add New Product

What type of product do you want to order?

Flat Cards

Select a standard size or enter a custom size.

A7 - 5x7   Enter size

manually

What paper would you like?

110 Smooth Ultra White

Do you want to print on the back?

Yes, full color printing on the back - 4|4

What do 4|0, 4|1, and 4|4 mean?

Need a size not offered in the size dropdown? Select "Enter size manually" next to the dropdown. For custom folded cards, be sure to enter in the flat dimensions of the card.

Placing Your First Order (continued)

Once the product code and description appear on the right hand side of the page, select your quantity and click "Select this product"

Product Tab

Under the Product Tab, you can specify if this item will be a variable print job, edit the quantity, select the packaging for your product, and most importantly, upload your files! A file will need to be uploaded to get pricing for a variable print job. If you do not have a file ready, a blank file with the required dimensions and the accurate amount of pages will suffice. When all applicable fields have been filled out, click next to visit the next tab.

Finishing Options Tab

The Finishing Options Tab allows you to add a die cut shape, drilled holes, or angled corners if these options are available for the size or paper type you are ordering. A file will need to be uploaded to get pricing for drilling. If you do not have a file ready, a blank file with the required dimensions will suffice.

Envelopes Tab

If we have envelopes available for the product you're ordering, this tab will be your next step. Select the paper type for the envelope, the quantity, the envelope printing and liner you would like here.

Envelopes Tab (continued)

File upload sections will appear if you choose to imprint your envelopes with us. If you are using a multi-page PDF to print guest addresses, be sure to check the Variable box under the envelope icon.

You can request liners at the bottom of the envelope tab. Select your paper type to upload the liner file. If you would like us to line your envelopes instead of shipping these as separate items, be sure to check "Yes" when prompted.

Product Review Tab

The Product Review Tab is the last step before adding your product to the order. This tab provides a summary of all the details for each product including pricing. Be sure to review all of the details of your item to ensure everything is correct as your order may be printed minutes after submission. When you're finished, press the "Add to Cart" button.

Order Submission

Add items to order and review them on the Order Submission page. In the Order Summary section, enter a one-time shipping address, update the shipping method, enter the customer name or order number (for your reference only), and add an invoice memo. Memos should not relate to printing as most items are printed before they can be read by a team member.

When submitting your first order (hooray!), you will need to enter in the payment information we will keep on file to bill your orders. Click the Add Credit Card button to be taken to a secure link. After adding the payment option, the Submit Order options will appear. Payment is due when your order ships, but payments are batch-processed once a week, typically on Friday mornings.

Last Step! Submit orders with buttons at the bottom of the page. Choose standard processing on the left or rush production (if available) on the right. Production times are listed above each button. To delete an order without submitting it, click "Delete Order" at the bottom of the page.

Once submitted, orders will appear in the "Order History" tab. A Cancel button will appear for 20 minutes, and if canceled, the order moves to the "Orders Not Submitted" tab for editing under a new invoice number. After the Cancel button disappears, consider the order status as printed.

If you have any questions or concerns, please reach out to the team. We are always happy to help! You can reach us at 205.588.4171 or by email: fulfillment@printswell.com.