

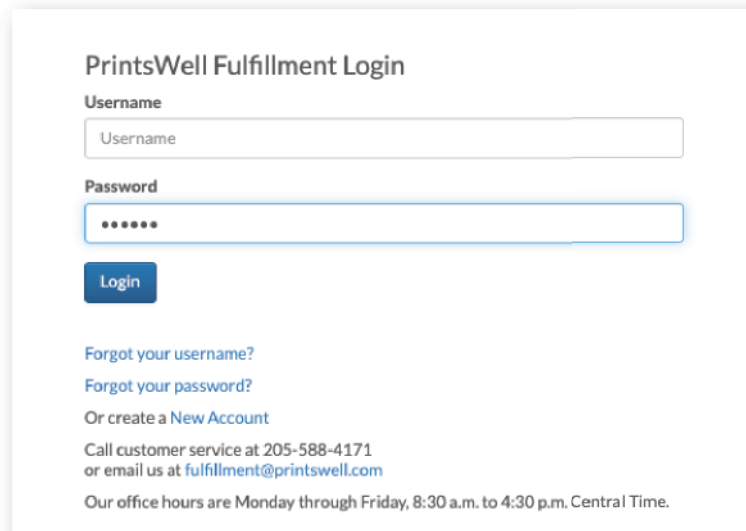


Placing an Order with PrintsWell

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

Password

Login

[Forgot your username?](#)
[Forgot your password?](#)
Or create a [New Account](#)

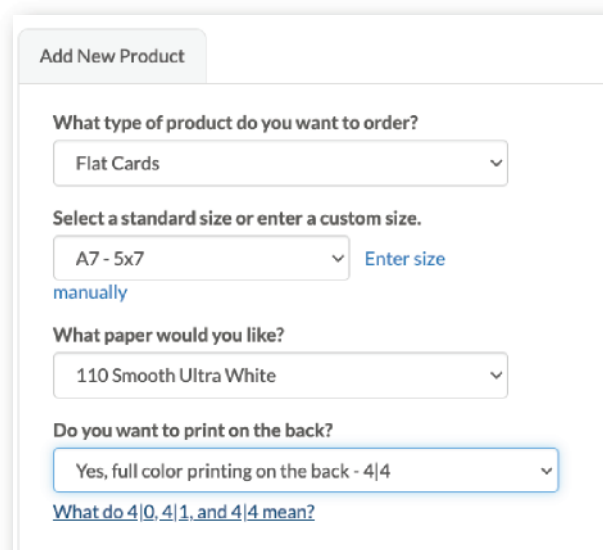
Call customer service at 205-588-4171
or email us at fulfillment@printswell.com

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.



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



Add New Product

What type of product do you want to order?

Select a standard size or enter a custom size.
 [Enter size manually](#)

What paper would you like?

Do you want to print on the back?

[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 an Order with PrintsWell

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”

The screenshot shows the 'Add New Product' form. On the left, there are four dropdown menus: 'What type of product do you want to order?' (Flat Cards), 'Select a standard size or enter a custom size.' (A7 - 5x7), 'What paper would you like?' (110 Smooth Ultra White), and 'Do you want to print on the back?' (Yes, full color printing on the back - 4|4). Below the last dropdown is a link: 'What do 4|0, 4|1, and 4|4 mean?'. On the right, the 'Product Description' is '5x7 Flat Card 4|4 110 Smooth Ultra White' and the 'Item #' is 'yc4c-88'. There is a 'Pricing by order quantity' dropdown set to 'Select quantity for pricing' and a blue 'Select this product' button with a right arrow.

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.

The screenshot shows the 'Product' tab in the PrintsWell system. At the top, there are four tabs: 'Product', 'Finishing Options', 'Envelopes', and 'Product Review -'. The 'Product' tab is active. Below the tabs, there are several sections: 'Will this be a variable print job?' with 'Yes' and 'No' radio buttons; 'Order Quantity' with a dropdown set to '50 - \$ - (each)'; 'Packaging' with a dropdown set to 'Bagged - FREE'; 'Front of Product' with a text box '1 page PDF representing the front of the product or 2 page PDF for front and back of product.' and a 'Browse ...' button; 'Back of Product' with a text box '1 page PDF', a 'Select file...' input, and a 'Browse ...' button. At the bottom, there are 'Next' and 'Cancel' buttons.



Placing an Order with PrintsWell

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.

The screenshot shows the 'Finishing Options' tab with the following settings:

- Die Cut Shape:** A dropdown menu showing 'Double Rounded - \$' with a close button (x) and a dropdown arrow.
- Hole Drilling:** A button labeled 'Add Drilled Hole' with a red star icon.
- Angled Corners:** Two buttons, 'Yes' and 'No', with 'No' selected.
- Navigation:** 'Previous' and 'Next' buttons with arrows, and a 'Cancel' button at the bottom.

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.

The screenshot shows the 'Envelopes' tab with the following settings:

- Product:** 5x7 Flat Card 4|0 110 Smooth Ultra White (yc0c-88)
- Navigation:** 'Product', 'Finishing Options', 'Envelopes', and 'Product Review' tabs.
- Would you like to order envelopes?** Two buttons: 'Yes, I need envelopes.' (selected) and 'No, I do not need envelopes.'
- Select your envelope paper type:** A dropdown menu showing 'Smooth Ultra White - \$0.10/each'.
- How many envelopes would you like?** A text input field containing '50'.
- Would you like to imprint on the envelopes?** Four radio button options: 'No' (selected), 'Yes, just on the front side.', 'Yes, just on the back side.', and 'Yes, on both the front and back side.'
- Would you like liners for these envelopes?** Two buttons: 'Yes' and 'No' (selected).
- Navigation:** 'Previous' and 'Next' buttons with arrows, and a 'Cancel' button at the bottom.



Placing an Order with PrintsWell

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.

Would you like to imprint on the envelopes?

NOTE: Envelopes are not printed on HP Indigo presses, there can be a slight color variation between envelopes and cards.


No
 Yes, just on the front side.
 Yes, just on the back side.
 Yes, on both the front and back side.

Front of Envelope Imprinting


 Variable fronts

1 page PDF representing the front of the envelope.

Back of Envelope Imprinting


 Variable backs

1 page PDF representing the back of the envelope.

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.

Would you like liners for these envelopes?

Select your envelope liner

80 Text Weight Eggshell White ▾

Would you like us to line your envelopes?
** This will add an additional day to your order processing.*

Envelope Liner Printing

1 page PDF for Envelope Liner



Placing an Order with PrintsWell

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.

Product Finishing Options Envelopes Product Review -

Product Review

← Previous Add To Cart

	Description : 5x7 Flat Card 4j0 110 Smooth Ultra White Item # : yc0c-88 Quantity : 50 Price : _____ Sub-Total : _____
	Description : env A7-uw A7 5.25x7.25 Smooth Ultra White Envelope (fits 5x7) Item # : YENV-C Quantity : 85 Price : _____ Sub-Total : _____
	Description : Envelope Imprinting on the front of envelope Item # : yimp-front Quantity : 85 Price : _____ Sub-Total : _____
	Description : Variable Printing Service Item # : yvariable-env-front Quantity : 85 Price : \$0.06 Sub-Total : \$5.50
	Description : Envelope Imprinting on the Flap/Back of envelope Item # : yimp-flap Quantity : 85 Price : _____ Sub-Total : _____
	Description : 6.5x7.25 Envelope Liner (Fits 5.25x7.25 A envelope) 4j0 80 Text Weight Eggshell White Item # : y40c-80 Quantity : 85 Price : _____ Sub-Total : _____
	Description : Lined Envelope Assembly (Env & liner not included - Adds additional day of processing) Item # : ylinedenv Quantity : 85 Price : _____ Sub-Total : _____
	Description : Premium Fulfillment Box (Double thick stock and lined envelopes may increase box qty) Item # : yPrem Quantity : 1 Price : _____ Sub-Total : _____

← Previous Add To Cart

Cancel



Placing an Order with PrintsWell

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.

Credit Card Required

We require a credit card on file for your account to submit orders.

[Add Credit Card](#)

Order Summary

Billing Info PrintsWell Fulfillment Services 135 Winslett Road Pelham, AL 35214	Shipping Address PrintsWell Fulfillment Services 135 Winslett Road Pelham, AL 35214	Order Info Terms: Credit Card Invoice Date: 12/27/2022 Due Date: 12/27/2022
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Shipping Address:

Delivery Method:

Ship Third Party: No Yes

PO / Customer:

Invoice Memo:

[Update](#)

Standard Order Processing PrintsWell will be closed Monday, January 2 <ul style="list-style-type: none">The current processing time is 2 to 3 business days.The day an order is submitted does not count as a processing day.Foil Stamped orders with a new die will ship in 5-8 business days.Foil Stamped orders using existing dies will ship in 3-5 business days. <p>Submit Order</p>	Rush Order Processing Rush Production time: 1-2 business days from the day you submit your order. The day an order is submitted does not count as a processing day. The Rush Fee is \$25 for 1-2 printed items and \$45 for 3-5 print items. <ul style="list-style-type: none">The cutoff to place Rush orders each day is 11:59PM (Midnight) Eastern time.Same Day rush service is not available.Up to 5 printable items are allowed per rush order.Rush Processing does not alter the shipping method. <p>Submit Rush Order for an additional \$45.00</p>
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NOTE: additional charges may be applied during the production of your order.

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.