



Online Ordering Instructions

PLACING AN ORDER

STEP 1 Log in to Your Account

Enter your 3-digit Location number (e.g. 074, 032, etc.) and password (password for everyone is: unifirst).

STEP 2 Select Product

Click the image for the type of item you need to order. Select from Business Cards or Stationery (coming soon).

For Business Cards, select from the following choices:

- Standard Business Cards (U.S. and Canada)
- French-Language Business Cards (Canada)
- President's Club Business Cards
- First Aid + Safety Business Cards

For Stationery, select from the following choices:

- Envelopes
- Labels
- Letterhead
- Note Pads
- Note Cards or A6 Envelopes

Products specifically for the corporate offices and executive teams may be ordered via email at: orders@imperial-image.com

STEP 3 Product Description Page

The Product Description page contains a description of the item you've selected, including a preview image.

- Select the quantity (price will update accordingly)
- Enter the email address where you will receive your receipt or any questions about your order
- Enter the Location number
- Enter the name of the person receiving the shipment (Attention:)
- Click the radio button to indicate whether the shipping address is office/commercial or residential
- Click "Customize Order" to enter your personal information for the card

STEP 4 Customize Your Card

- Please read the instructions on the form before entering your information
- All items marked with an asterisk (*) are required
- In fields on left side of page, enter the information as you would like it to appear on the card
- To preview your card with the information you entered, click the "Update Preview" button. Changes made without hitting the "Update Preview" button will not be visible in the preview.
- Once you are satisfied with the preview, please check the "Yes, I approve this document" box at the bottom of the page, then click "Finished Editing" to proceed to the Shopping Cart



NOTE: If the "Finished Editing" button is grayed-out, it is because one or more data fields is missing information. Please fill in all required fields and check your work using the "Update Preview" button.

IMPORTANT: If you need to go back to edit the quantity or shipping "Attention:" for this order, be sure to click the "Customize Order" or "Add to Cart" button to save those changes.

STEP 5 Shopping Cart

Here you'll select the "Ship to" address for **each card in your order**. If the address you require is not in the drop down list, use "Add New Address."

- Once you've selected the "Ship to" address, select your shipping method from the menu. NOTE: Shipping rates will change as you switch between the different options.
- If you selected "Add New Address," enter the "Ship to" address and click "Save." The new address will be saved in your address book and will be added to the "Ship to" drop down menu for future orders.
- If you entered a new address, select it from the menu and click "Proceed to Checkout."
- If ordering additional cards for this order, click the "Continue Shopping" button.

STEP 6 Checkout

- Verify all your information on this page.
- If you need to make any changes, click the "Edit quantities or shipping options" button above the "Submit Order" button to return to the Shopping Cart. Click "Edit" (pencil icon) to make changes or click "Delete" (X icon) to remove the card from the order.
- Finally, enter your credit card information in the "Payment Method" box. Please double check the information including the Billing Address. It must match the name, address, and phone number associated with your credit card.
- To change the Billing Address, click "Edit Address." Update the information, then click the "Save" button. NOTE: this will not change your shipping address.
- Once you've confirmed the Billing information, enter your credit card number, security code, and the card expiration date.
- If you have any special instructions, please enter them on this page in the "Comments or other information" text box.
- If all is correct, on the Checkout page, click "Pay By Credit Card" to complete your order.

Congratulations! You've submitted your order. On the confirmation page, you'll find the order number, all the order information, and a link to download a PDF of the item you've just ordered. It is **strongly** recommended that you print a copy of this page for your records. Also, you'll receive an email copy of your credit card purchase.

REORDERING

- Log in then click "Order History" at the top of the page
- Click "Reorder" on the previous order you would like to reorder
- You can then click "Edit" to make any changes to your order
- If no changes are needed, click "Proceed to Checkout"

If you have any questions during this process, please contact The Imperial Image at orders@imperial-image.com.