



Online Order Placement

A User Guide for Web-to-Print (W2P)

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CREATE A NEW USER ACCOUNT

Navigate to your custom print portal login url.
Bookmark this page for easy future access. Click on
“Create an Account” to generate a username and
password.

Please log in to view and purchase United Reprographics corporate printed materials.
If you do not have a user login, please contact your supervisor to request an account.
For assistance or lost passwords, email websupport@unitedreprographics.com.

Email or Username:

Password:

If you ever lose your password, simply go to the
login page and click the “Reset Password” link at
the lower right corner of the login box. Enter your
e-mail address and select “Reset Password”. You will
automatically receive instructions via e-mail that will
allow you to reset your password.

Complete the “Create an Account” Form

Be sure to fill this form out in its entirety. An
incomplete form could result in your order being
shipped to the wrong location and could limit our
ability to contact you with questions regarding your
print job.

Depending on your company’s policy, your account
may require supervisor approval before it is activated.
In this case, you will receive an e-mail notifying you
when the account is approved and active.

Create an Account

Please fill out the information below and click the "Create Account" button.

General Information

First Name *

Last Name *

Title

Email *

User Name

Phone

Fax

Time Zone

Department

Location

Address Information

Business Name

Address Line 1 *

Address Line 2

Address Line 3

City *

Country

State or Province

Zip or Postal Code *

Password

Password *

Confirm Password *

PRINT PORTAL OVERVIEW

Once your account is activated, return to the login page and enter your e-mail address or username along with your password to login and gain access to your company's print product catalog.

Choosing Your Products

Your homepage will display the individual products and/or product categories. Product links will go directly to the product detail page, category links will take you to the list of products within each category.

TOP NAVIGATION MENU

Request a Quote

If you are seeking a print quote for a custom product that is not currently offered through your print portal, choose this option and provide us with your project details to receive pricing information.

Profile

Use the Profile menu to update your personal address book, change your primary shipping location, modify your contact information, or change your password. Administrative users can also add new users and new company locations in this menu.

Shopping Cart

Click this link at any time to view items you have stored in your cart. From the shopping cart menu, you can edit and finalize your order.

LEFT NAVIGATION MENU

Your product list will be located at the top of the left navigation bar. From here you can click to view product details.

Address Book

This link will take you directly to your address book where you can add to and edit the address that reside solely in your address database. These addresses are only accessible to your account. This is the place for you to store addresses to locations other than your company offices to where you may wish to have printed products shipped.

Order History

Through the order history window you can view past products you have ordered and you can also reorder with just a few quick clicks. Administrative users can select detailed filters to view all company orders sorted by user, or by date.

Add New Document

Administrative users who wish to have new products added to the print portal can select this link to upload product details and print ready files. Upon review by an account manager, the web-to-print department will create a new product page so that company employees can view instant pricing and order the product directly from the print portal.



Business Cards • Letterhead • Envelopes • Banners • Shipping Labels • and more

- Business Cards
- Letterhead
- Envelopes
- NCR Order Forms
- Shipping Labels
- Notepads
- Job Site Banner
- Custom Print Projects



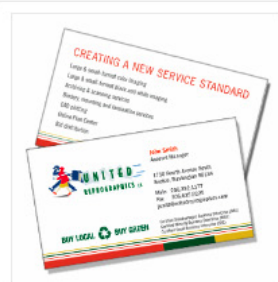
Color or B&W Documents

- Address Book
- Order History
- Add New Document

This site is for demonstration purposes only. Product prices do not reflect actual pricing. Orders placed through this site will not be printed.



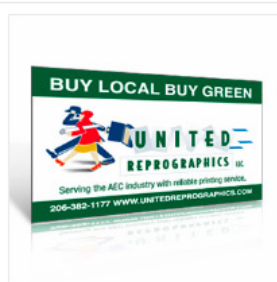
Custom Print Projects



Business Cards



Envelopes



Job Site Banner



Letterhead



NCR Order Forms



Notepads



Shipping Labels

ORDER YOUR PRODUCT

Select your desired product from the catalog. When you click on the product icon, you will be directed to the product detail page.

QUANTITY & CONFIGURATION

Determine the quantity that you need to order. Some products may be available by the box or by the case. As seen below, this letterhead can be ordered in boxes of 5,000 or in cases of 20,000. The quantity for the product displayed in this guide refers to the unit of measure, in this case “boxes” or “cases”. Be sure to select the unit of measure you wish to order from the pulldown menu - boxes or cases. You do not want to order 5 cases when you only need 5 boxes.

Some product ordering pages will allow you to choose from a fixed number of products with a pulldown menu, where you may be able to select from quantities such as 250, 500, 1,000, etc. Those quantities will refer to the actual number of product pieces.

Other products may allow you to choose incremental quantities (i.e. 1, 2, 3, 4...). This is usually reserved for large specialty items.

Depending on the type of product you are ordering, you may have other choices to make, such as paper stock type and finishing services - folding, cutting, binding. Be sure to review all of the selections to ensure you are ordering your products to your desired specifications.

ADDITIONAL INFORMATION

Some products may allow you to enter a custom project name to help you identify your order. This feature is primarily reserved for products that allow a custom file upload.

Each product order can be shipped to a separate location. You will have the opportunity to select your shipping destination here on the product detail page. If the product is being shipped to a location other than one of your corporate offices, you will have the chance to add a new address on the checkout page.

If you have any additional instructions to include with your order, be sure to enter those notes in the “Additional Instructions” box.

Once you have made all of your selections, click “Customize Order”.

APPROVE YOUR FILE

For a product that does not have any variable data entries, simply click “Update Preview” and check the “Yes, I approve the document” button. Then “Add to Cart”.

Even if you are not customizing the document, you must Update Preview in order to proceed with the product approval.

Letterhead



United Reprographics Letterhead

All printed corporate correspondence should be output on United Reprographics official letterhead. Do not print copies of the letterhead from your desktop printer as these prints will not sufficiently represent our company image. If your department has less than one box of letterhead, you may order a new box. Cases are reserved for large mailings.

Size: 8.5" x 11"

Paper Stock: 100# Matte Text

Ink: 4/0

Letterhead Product Options

Unit of Measure	Description	Price
Box (5000)	100# matte text (4/0)	\$1,165.71
Case (20000)	100# matte text (4/0)	\$4,080.45

Quantity:

Selection:

Total:

\$1,165.71

Ship To

Additional Instructions

[Customize Order](#)

[Back to Catalog](#)

[Shopping Cart](#)

Please enter the information below and click "Update Preview". Items marked with an asterisk (*) are required.

Page Number:

Preview Size:



Update Preview required

Yes, I approve this document.

CUSTOMIZE YOUR PRODUCT

Some products will feature fields that you can customize. The most common of these type of products is the business card, which will be available on most print portals.

Once you have configured your product print specifications, chosen your quantity and selected “customize order” you will be directed to a file approval page with variable data fields.

ENTER YOUR CUSTOM DATA

The variable fields will be listed on the left side of the screen. A descriptive field name will be above each entry box. Default data or sample data may be included in some entry boxes to help you fill out the fields.

VIEW YOUR CUSTOMIZED PRODUCT

To view your product with your customized entries, select “Update Preview.” If your product has multiple pages or sides, click on the pull down menu next to “Page Number” to view the additional pages.

APPROVE YOUR DOCUMENT

When you are finished customizing your product and are satisfied with its appearance, click “Yes I approve this document” and “Add to Cart.”

Please enter the information below and click "Update Preview". Items marked with an asterisk (*) are required.

Employee Name
Employee Name

Employee Title
Title

Company Address
1750 Fourth Avenue South
Seattle, Washington 98134

Main Phone Number
Main: 206.382.1177

Cell Number
Cell: 206.000.000

Fax Number
Fax: 206.625.9225

E-mail
production@unitedreprographics.com

Creds
Certified Disadvantaged Business
Enterprise (DBE)
Certified Minority Business Enterprise
(MBE)

Page Number: 1 Preview Size: Standard Update Preview



Update Preview *Update Preview required* Add to Cart Cancel

Yes, I approve this document.

CHECKOUT

Once you have added your selected products to the shopping cart, click on the cart icon in the upper right corner to proceed with the checkout process.

SHIPPING OPTIONS

For each “ship to” location, you can select a specific shipping method using the “Shipping Options” pull down menu. Depending on your print portal features, you will likely have the option to choose Will Call, United Courier, or UPS.

SHIP TO ADDRESS


If you need to add a “ship to” address that is not in your company location list, that address can be added from the shopping cart page. (This feature may not be available for all sites.)

Select the “ship to” pull down menu next to your product and choose “Add New Address” (this feature is not available from the product page). You can also append your personal address list by clicking the “Profile” link at the top of the page and choosing the “Addresses” tab.

Shopping Cart

1 Item Shipping To:
12345 7th Avenue East
Bellevue, WA 98005

Shipping options:
 Delivery – United Courier \$10.00

Item	Description	Quantity	Price
	Business Cards	500	\$0.00
Edit Remove			
Ship To: <input type="text" value="(UR East)"/>			
Details: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Quantity = 1 Box (500) Stock = 14 Pt. Matte Cover Ink = 4/4 </div>			

Order Summary

11 products shipping to 2 locations

Items: \$4,492.07

Shipping: \$20.00

Total Before Tax: \$4,512.07

Estimated Tax: \$426.75


Order Total: \$4,938.82

Continue Shopping

Proceed to Checkout

10 Items Shipping To:
United Reprographics
1750 4th Avenue South
Seattle, WA 98134
206-382-1177

Shipping options:
 Delivery – United Courier \$10.00

Item	Description	Quantity	Price
	Letterhead	5,000	\$1,165.71
Edit Remove			
Ship To: <input type="text" value="United Reprographics (Seattle Headquarters)"/>			
Details: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Quantity = 1 Box (5000) Stock = 100# matte text Ink = 4/0 </div>			

REVIEW YOUR ORDER

Take a final look at your order and confirm that you are ordering the products, quantities, and specifications that you desire. If you need to make any changes, click the “edit” button to go back to the product page to make your changes. You can also click the “remove” button to delete the product entirely.

PROCEED TO CHECKOUT

If you have reviewed your order and are satisfied with your product selections click “Proceed to Checkout” to finalize your order.

CHECKOUT

Depending upon your company’s ordering terms, your checkout options may include account terms or credit card payment.

On the checkout page, be sure to select the accurate billing address to where invoices should be sent if you are ordering on account or the address associated with your credit card if paying by credit card.

You may have the option to request a ship date. The earliest date available will depend on the products you have selected. If you need your products by an earlier date, please call us to find out if our production schedule can accommodate your desired ship date.

If your company requires a purchase order number, you have the option to enter this number on the checkout page.

Once you have reviewed your checkout options, selected your payment choice. If you are ordering on account, the ordering process will be complete. If you are paying by credit card, you will be taken to a PayPal window where you can enter your credit card number.

Checkout

Please fill out the following information before completing your order.

Billing Information

(UR East)

[Add an address to this list.](#)

Please request a ship date

12/8/2011

Optional Purchase Order Number

Comments or other information about this order (optional):

Order Summary

Sub Total:	\$4,492.07
Shipping:	\$20.00
Tax:	\$426.75
Total	\$4,938.82

[Edit quantities or shipping options.](#)

Billed on Account

Pay by Credit Card

REQUEST A QUOTE

If you need a custom print quote, select the “Request a Quote” link from the top navigation menu. This feature can also be found in the “Custom Print Projects” category.

TELL US ABOUT YOUR PRINT JOB

Give us the basics, start with the project name and finished document size and select the finishing services that you will need. In the “Additional Instructions” box, give us the quantities you want pricing for, the number of pages, paper stock or material you are interested in, and any other details that may be pertinent. An account manager will call you to review the information and discuss any other important project information.

UPLOAD YOUR FILE

If you have a digital file ready, send us a copy so that we can review your document. This will help us prepare an accurate quote. A PDF is preferred. If you


have more than one file, be sure to zip the file using WinZip or StuffIt so that you have one zipped folder to upload.

ADD TO CART

So that you don’t have to fill out any contact information, add your quote request to your cart and “checkout.” This will attach your contact information to your quote request.

Even if your site has the option to pay by credit card, be sure to choose account terms as there will be no charge for the quote. This will prevent you from being directed to a credit card payment page.

Request a Quote



Request a Quote

If you have a document that is ready for printing and you need a quote or want to consider several print variables, send us your file and tell us about your printing needs. We will review your document and contact you to discuss your options.

We can print anything you can imagine!

For multiple print files, please use Winzip (PC) or Stuffit (Mac).

Project Name *

Finished Document Size (in inches) *

Finishing Services (check all that apply)

- Folding
- Scoring
- Binding
- 3-Hole Drill
- Mounting
- Laminating

Quantity

Total: \$0.00

File Upload (optional)

Upload Print Ready File

Ship To

United Reprographics (Seattle Headquarters)

Name Your Job (optional)

Additional Instructions

ADD A NEW DOCUMENT

If you have additional documents that you plan to reorder on a regular basis or documents that you need to make available on the print portal for other staff members to order, use the "Add a New Document" feature.

SEND US YOUR FILE(S)

Just like the Request a Quote form, tell us about your document - provide a project or document name, finished document size and let us know what finishing services you will require. In the Additional Instructions box give us the quantities you want to be able to order, list the paper stock or material you are interested in, and any other details that may be pertinent. An account manager will call you to review the information and discuss any other important document information.

UPLOAD YOUR FILE

Upload a print ready PDF of your document. This will be the file that we will print from every time you

or another staff member orders this document. If the document is comprised of more than one file, be sure to zip the file using WinZip or StuffIt so that you have one zipped folder to upload.


ADD TO CART

So that you don't have to fill out any contact information, add your new document request to your cart and "checkout." This will attach your contact information to your quote request.

Even if your site has the option to pay by credit card, be sure to choose account terms as there will be no charge for the quote. This will prevent you from being directed to a credit card payment page.

After we receive your request, you will be contacted to discuss your order and we will schedule your document to be added to your site.

Add New Document



Add a New Document to Your Print Portal

Store all of your company documents in one location and ensure that staff members are printing the most current version and using the required printing specifications.

Add new documents to your company print portal by uploading your files here and detailing your printing requirements. Then just "Add to Cart" and complete the checkout process. Your Account Manager will contact you to confirm the product specifications and quantity pricing and we will add the product to your online print portal.

For multiple print files, please use Winzip (PC) or Stuffit (Mac).

Project Name *

Finished Document Size (in inches) *
e.g. 8.5 " x 11"

Finishing Services (check all that apply)

- Folding
- Scoring
- Binding
- 3-Hole Drill
- Mounting
- Laminating

Quantity
1

Total: \$0.00

File Upload (optional)
Upload Print Ready File
Upload Print Ready File

Ship To
United Reprographics (Seattle Headquarters) ▼

Name Your Job (optional)

Additional Instructions

Add to Cart

CUSTOM PRINT PROJECTS

If you need to place an order for custom printed documents or items that are not automatically available through your print portal, visit the Custom Print Projects section of your site to send us your files and print specifications.

COLOR AND B&W DOCUMENTS

Use this form to send us any small color or black & white documents (12"x18" or less). This would include printed items such as business forms, manuals, brochures, sales sheets, postcards, booklets, flyers, or cards. Be sure to fill out the order form in its entirety and provide us with any unique project details in the "Additional Information" box.

PLANS & SPECS

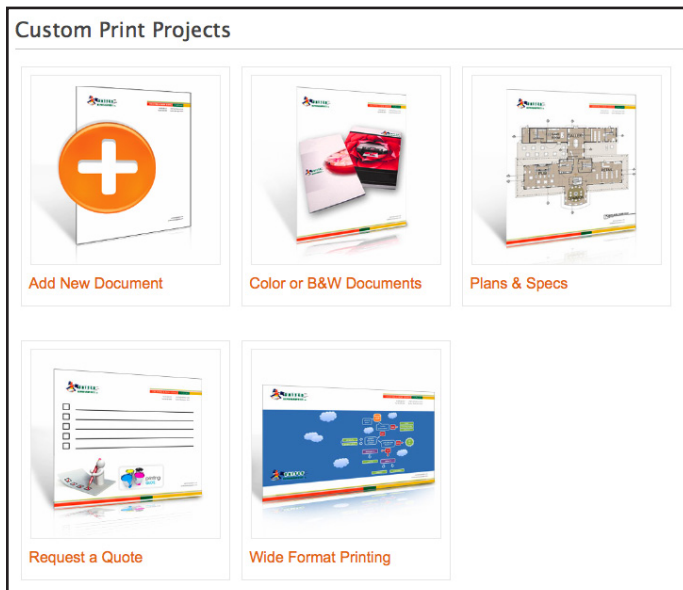
If your company frequently orders plans, spec books and drawings, this order form will be available in your Custom Print Projects section. If it is not available and you wish to add it, just let your account manager know.

The plans & specs order form has job specifications that are unique to these type of print projects. We have covered most project configurations, but if your job has finishing needs or paper stock that is not available, please include your custom requirements in the Additional Instructions box.

WIDE FORMAT PRINTING

If you are ready to order posters or presentation boards, please fill out the wide format printing form and upload your files. If you have multiple files, compress them into a single zipped folder using WinZip or StuffIt before uploading.

We can print anything you can imagine, on just about any type of material. The Wide Format Printing form is intended to make it easy for you to order basic posters and presentation boards with mounting and laminating. But these options don't even come close to scratching the surface of what we can print in our wide format department. If you have custom wide format project needs, please use the Request a Quote form and tell us about your project. One of our wide format experts will call you back to discuss your project details.



PROFILE SETTINGS

Under the profile settings section you can update your contact information, change your password, and add new addresses to your personal list. Administrative users can also add new locations and new users to the system.

PROFILE

It is very important to keep your profile up to date. If we have questions regarding your print job, we need to have a direct telephone number and accurate e-mail address to contact you.

The company location your user account is tied to will be your default “ship to” address. If you are located in an office or suite that is different from the default location, that information must be entered into your “My Addresses” database and selected as your primary “ship to” address.

We also recommend updating your password regularly. Just click on the “Password” tab, enter your current password and select a new password. To ensure that you entered your new password correctly, you will need to enter it twice.

The screenshot shows the 'Settings' application with the 'Profile' tab selected. The form contains the following fields:

- First Name *: Melanie
- Last Name *: Bardot
- Title: eCommerce Product Manag
- Department: Accounting (dropdown)
- Email *: mbardot@unitedreprograph
- Phone: 206-382-1177
- Fax: (empty)
- Login: (empty)
- Default Location: Seattle Headquarters (dropdown)
- Update button

MY ADDRESSES

If you are located at an offsite office, home office, or any location other than you company’s corporate offices, this is where you can add your direct “ship to” address. This is also the area where you can add the locations of any vendors, partners, franchisees, etc. to whom you may wish to ship your printed materials. The addresses listed in your address book will become available in the “ship to” pull down menus on your product pages and checkout page.

To add a new address, select the “Add New Address” button, complete the form, and save. If you are adding an address that will be your primary “ship to” location, after saving the address, you can select that address from the pull down menu and click the “Make Primary” button.

The screenshot shows the 'Settings' application with the 'My Addresses' tab selected. It displays a list of addresses with the following details for the selected address:

- Full Name: Jane Smith
- Title: Purchasing Agent
- Business: Ink Street
- Address 1: 1212 5th Avenue
- City: Seattle, WA 98134
- Phone: 206-555-1212
- Email: janesmith@inkstreet.com
- Edit and Delete buttons

PROFILE SETTINGS (cont.)

Administrative users may have access to create new locations and new site users. These two tabs will not appear if you do not have access to them.

LOCATIONS

The addresses listed in the Locations tab are available to all site users. Any corporate offices or companies that your employees should be able to ship to should be listed in this tab. If you need to add a new company, click the “Add New Location” button and complete the form.

If multiple addresses are listed for the same company, be sure to input a “Code” in the last field to help site users identify the correct location. For example, you may wish to identify the site geographically, such as “Eastside Facility.” Only the company name and code will show in the pull down menu, users will not be able to see the complete address in the quick pull down menus.

Settings

Profile Password My Addresses **Locations** Users

Ship to locations provided by your organization

Add New Location

United Reprographics 12345 7th Avenue East Bellevue WA 98005	United Repro 98765 3rd A Suite 200 Federal Way WA 98003
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
United Reprographics 1750 4th Avenue South Seattle WA 98134	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

USERS

There are two ways for you to create a new user.

1) You can send a new user to your site’s login page and they can click “Create an Account” and fill out their contact information. Their request for an account will be sent to the “Approver Group” for approval. The Approver Group can be comprised of a single point person at your organization or any number of people whom you wish to have approval authority.

2) An approver can go to his or her Profile page, select the Users tab and click “Add User” and fill out the form for the new user.

In the Users tab, an authorized staff member will have the ability to edit, delete and create new users.

The graphic to the right demonstrates a completed new user form.

If the new user will require order approval, select the “Approvers” group from the “Group to Approve Orders” pulldown menu (group names may be different if your company requested to have custom groups created).

Select “Receive Notifications” so that the user will be updated with his or her order status. Do NOT select “Receive all Notifications” as this will result in every site related e-mail being sent to the user.

If your company has a reseller certificate on file with United Reprographics, you may select Tax Exempt.

If the new user is a supervisor who should have approval authority, add the user to the “Approvers” group AND the “Everyone” group.

If the new user is NOT a supervisor with approval authority, only add the person to the “Everyone” group.

Settings

Profile Password My Addresses Locations Users

To create a new user, please fill out the following information and click the save button. To return to the list of users without creating a new user, click the cancel button.

General Information

First Name

Last Name

Title

Primary Location

Department

Email

Login

Time Zones

Boss

Group to Approve Orders

Receive Notifications

Receive All Notifications

Tax Exempt

Enter New Password (or leave blank for unchanged)

New Password

Confirm Password

Addresses

Company

Address 1

Address 2

Address 3

City

Country

State or Province

Postal Code

Phone

Fax

Groups

Approvers

Brand Identity

Everyone

SiteOwner

Save Cancel

ORDER HISTORY

Standard users may visit the order history page to view a list of their past orders. Administrative users can view the order history for all site users.

REORDER

In addition to viewing the products ordered, total price, number of pieces ordered, order dates, and shipping details, site users may also reorder products by simply clicking the “Reorder” button on the order history page. If you customized a template, your original data will remain embedded within the print file. You will have a chance to edit your reorder quantity by selecting “Edit” from the shopping cart page.

SEARCH FILTERS

To view the search filter options, click the “Select To Filter Orders” button, which will lower the filter choices. From there you can select a start and end date, order status, approval status, products ordered by specific staff members, and orders by location. To view your search results, click “Apply Filters.”

EXPORT RESULTS

If you wish to analyze your purchases further or save the search results to your computer, export your data as an Excel, CSV, Word, or PDF file by clicking on the applicable icon on the top right side of your search results.

Start Date

End Date

Order Status

Approval Status

Ordered By

Billing To

Search Text

Show Items in Each Order

	Order Number	PO Number	Requested Date	Ordered By	SubTotal	Tax	Shipping	PromoDiscount	Total	Request Ship Date
>	9000084: View Details Reorder		11/21/2011 10:18 AM	Melanie Bardot	\$50.00	\$4.75	\$0.00	\$0.00	\$54.75	11/30/2011
>	9000081: View Details Reorder		11/17/2011 9:21 AM	Melanie Bardot	\$1,252.86	\$119.02	\$0.00	\$0.00	\$1,371.88	11/28/2011
>	9000080: View Details Reorder		11/17/2011 9:20 AM	Melanie Bardot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	11/28/2011
>	9000078: View Details Reorder		11/17/2011 9:09 AM	Melanie Bardot	\$50.00	\$4.75	\$0.00	\$0.00	\$54.75	11/28/2011
>	9000077: View Details Reorder		11/17/2011 9:08 AM	Melanie Bardot	\$50.00	\$4.75	\$0.00	\$0.00	\$54.75	11/28/2011
>	9000068: View Details Reorder		11/10/2011 8:17 AM	Melanie Bardot	\$8,650.56	\$821.80	\$0.00	\$0.00	\$9,472.36	11/21/2011
>	9000067: View Details Reorder		11/9/2011 10:17 AM	Melanie Bardot	\$1,198.50	\$113.86	\$10.00	\$0.00	\$1,322.36	11/16/2011

ORDER APPROVAL

If you are a supervisor who is a member of the approval group, you will receive an e-mail notification when a member of your staff requiring order approval has submitted a print job via the online print portal.

To review and approve or deny the order request, click on the link in your e-mail “Click Here to View and Approve (or Reject) this Order.” This will take you directly to the approval page that includes the order details. If you have not recently logged on, you may first need to enter your username and password.

UNITED REPROGRAPHICS LLC

New Order #9000092
11/30/2011 | 3:46 PM

[Click Here to View and Approve \(or Reject\) this Order](#)

PO No.

Item #1
Envelopes

Shipping by Sample Delivery Shipping Method

Pricing Summary
Subtotal: \$1,252.86
Tax: \$119.02
Shipping: \$0.00
Total: \$1,371.88

Order Information
Order Number: [9000092](#)

Customer Information
Demo User
demo@unitedreprographics.com

ONE-CLICK APPROVAL

Review the order details - the product information, quantity, billing and shipping addresses, and other order details. If the order meets with your approval, simply click on the pull down menu below the red “Order Needs Approval” note and select “Approve Item.” You may also choose to deny the item.

The person who placed the order will receive an e-mail notification stating whether the order was approved or denied.

Order #9000092

PO Number:	n/a	Bill To:	United Reprographics 1750 4th Avenue South Seattle, WA 98134 206-382-1177	Reorder
Order Date:	11/30/2011 3:38 PM			
Subtotal:	\$1,252.86			
Shipping:	\$0.00			
Tax1:	\$119.02	Ordered By:	Demo User demo@unitedreprographics.com	
Total:	\$1,371.88			

Notes:
No notes for this order.

Expand All Print Summary

▼ Envelopes Total Items: 5,000 Price: \$1,252.86 **Needs Approval**
[Approve Item](#)

Reorder **Item Number: 1**
No Description.

Details:
Quantity = 1 Case (5000)
Stock = 100# matte text
Ink = 4/0

Requested Ship Date:
12/9/2011

Status
Order Received Wednesday, November 30, 2011
Wednesday, November 30, 2011
Order Received

Proof

Approved Text
Yes, I approve this document.

Shipping Details

Shipping Method: Name: Sample Delivery Shipping Method Carrier: NONE	Ship To: United Reprographics 1750 4th Avenue South Seattle, WA 98134 206-382-1177
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