



Online Order Instructions – Standard Business Card

Create an Account

Click on “Create an Account” and fill in all of your information.

Please enter your username/email address and password below,
or click "Create an Account" if you are a new user.

Download Hologic Online Ordering Instructions:

[Standard Business Card](#)

[Field Service Engineer Business Card](#)

Email or Username:

Password:

[Login](#)

[Reset password](#)
[Create an account](#)

If you already have an account, you will just need to simply log in to place a new order or reorder your previous cards.

Please note that the address you enter on this page will become your default shipping address.



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You will enter a password. This password will be your access to the order site for all future orders.

Create an Account

Please fill out the fields below to create an account.

Please note that the address you enter here will become your default shipping address. If you would like to change your default shipping address or add another address later, simply click on the Profile link in the left sidebar from the homepage and choose the My Addresses tab.

If you have any questions during this process, please call The Imperial Image at 800.354.0733 or email us at orders@imperial-image.com.

General Information	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Title	Email *
<input type="text"/>	<input type="text"/>
User Name	Phone *
<input type="text"/>	<input type="text"/>
Fax	Time Zone
<input type="text"/>	(UTC-05:00) Eastern Time (US & Can) <input type="checkbox"/>
Website	Location
<input type="text"/>	Please Select <input type="checkbox"/>

Address Information	
Business Name	Address Line 1 *
<input type="text"/>	<input type="text"/>
Address Line 2	Address Line 3
<input type="text"/>	<input type="text"/>
City *	Country
<input type="text"/>	United States of America <input type="checkbox"/>
State or Province	Zip or Postal Code *
Alabama <input type="checkbox"/>	<input type="text"/>

Password	
Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

[Create Account](#)

If you would like to change your default shipping address or add another address later, simply click on the Profile link in the left sidebar from the homepage and choose the My Addresses tab. Then click “Add New Address.”

The address you are entering on the account page is not the address that will appear on your business card.

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Placing an Order

Hover over "Select a card" and select the "Standard Business Card" type from the drop down list

The screenshot shows the user interface for Step 1: Select a card. On the left, there is a header with the user's name "Alicia Sousa", a shopping cart icon with a count of "1", a search bar labeled "Search Site", and a navigation menu with "Hologic Online Order Instructions" and "Products". The main content area on the right is titled "Step 1 - Select a card" and contains a dropdown menu with the following options: "Select a Card »", "Standard Business Card", and "Field Service Engineer Business Card".

STEP 2 – Select a Division

Hover over "Select a Division" and select the desired Hologic division (Corporate, Diagnostic Solutions, Breast and Skeletal Solutions, and GYN Surgical Solutions) from the drop down list

The screenshot shows the user interface for Step 2: Select a Division. The left sidebar is identical to the previous screenshot. The main content area on the right is titled "Standard Business Card: Step 2 - Select a Division" and contains a dropdown menu with the following options: "Select a Division »", "Corporate", "Diagnostic Solutions", "Breast and Skeletal Solutions", and "GYN Surgical Solutions".



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STEP 3 – Order Page

Select your quantity from the drop down list.

Then click "Personalize Your Order" This will bring you to the next page where you will fill in the information to appear on your card.

[All Products](#) > [Corporate Business Card](#)

Corporate Business Card



Corporate Business card for all locations.

Client #5838

Spec #12008

PLEASE NOTE: Orders must be received by 12 noon EST on Tuesdays and Thursdays. Schedule may vary due to holidays.

Quantity:
100

Personalize Your Order

[Back to Catalog](#) [Shopping Cart](#)

STEP 4 – Personalize Your Order

Note: Do not enter dashes or +1 before the numbers, enter numbers ONLY.

Hologic guidelines allow for three phone numbers and one fax number. Select your number from each drop down. If you select Support, Direct, Office or Mobile you will need to enter your number below the drop down in the "Number" box. If you have an extension, enter it in the "Ext. #" box. If you have an Option number, enter it in the "Option_#" box.

Click "Update Preview" (bottom left side of page).

Review the card display. If everything you entered is correct, click the "Yes I approve this document" check box, then click "Add to Cart."

Please read the instructions at the top of the page before entering your information.

Enter the information to appear on the card (left side of page) Examples can be found on the following page for reference.



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Select Location

****SELECT YOUR HOLOGIC LOCATION FROM THE DROPDOWN MENU BELOW****

Hologic Location *
Marlborough-Campus Drive ▾

Full Name, Suffix/Credentials

If suffix/credentials do not fit after the name, enter ALL suffixes/credentials in the Suffix/Credentials field below. Please insert a comma after name only. For example: Firstname Lastname, CMP BA RT (R) (M)

Full Name, Suffix/Credentials:
Alicia Sousa

Suffix/Credentials:

Title

To ensure proper title setup, please break up your title on two lines, separating title and department. For example: First line: "Communications Specialist," Second line: "Corporate Marketing"

Title Line One
Senior Administrative Assistant, F&

Title Line Two

First Phone Number

Select from list and enter optional extension or phone number. PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1. Up to 3 phone numbers and 1 fax can appear on the card. For less than 3 numbers, please select "None" and leave the following number boxes blank. DO NOT type in the number boxes if "NONE" was selected. Your order will be cancelled.

First Number
Direct (enter in Number field below) ▾

Number:
508.263.8794

Ext #

Option __# (Enter number only)

Second Phone Number

Select from list and enter optional extension or phone number. PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1. Up to 3 phone numbers and 1 fax can appear on the card. For less than 3 numbers, please select "None" and leave the following number boxes blank. DO NOT type in the number boxes if "NONE" was selected. Your order will be cancelled.

Second Number
Mobile (enter in Number field below) ▾

Number:
978.340.2502

Ext #

Option __# (Enter number only)

Third Phone Number

Select from list and enter optional extension or phone number. PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1. Up to 3 phone numbers and 1 fax can appear on the card. For less than 3 numbers, please select "None" and leave the following number boxes blank. DO NOT type in the number boxes if "NONE" was selected. Your order will be cancelled.

Third Number
None ▾

Number:

Ext #

Option __# (Enter number only)

Fax Number
508.229.2795

Email (must be all lowercase)
alicia.sousa@hologic.com



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STEP 5 – Shopping Cart

If there is a change of ship to address, select from the drop down list or choose “Other – Add New Address.”

If you selected “Other – Add New Address,” this will bring you to the Settings page. Click “Add New Address,” enter the ship to address, and click “Save.” This will save in your address book.

Once the correct shipping address is displayed, click “Proceed to Checkout.”


Shopping Cart

Please verify the following information.

All orders will be sent for approval to alicia.sousa@hologic.com and kate.moeller@hologic.com. Once approved, you will receive an email confirmation.

If you have any questions during this process, please call The Imperial Image at 800.354.9733 or email us at orders@imperial-image.com.

Shipping options:

Item	Description	Quantity	Price
	Corporate Business Card	100	
Ship To:		Edit	Remove
<input type="text" value="Hologic, Inc. (Marlborough, MA - Campus Dr. 5844)"/>			
Details			
<input type="text" value="Quantity = 100"/>			

[Continue Shopping](#)

[Proceed to Checkout](#)



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STEP 6 – Checkout

If you have any special instructions, please enter them on this page in the “Special Instructions” field. Example: If the order is a rush or if you are a current COE winner and would like the COE logo to be printed on your cards.

Verify all your information on this page. If all is correct, click “Submit Order” to complete your order.

Your order will be sent to Alicia Sousa and Kate Burman for review and processing.

Checkout

Please verify the information below.

All orders will be sent for approval to alicia.sousa@hologic.com and kate.moeller@hologic.com. Once approved, you will receive an email confirmation.

If you are using your own UPS or FedEx account: Please enter the Shipper ID or Account # and the shipping speed (Ground, 3-Day Select, 2nd Day Air, or Next Day Air) in the **Special Instructions** box below.

If you have any questions during this process, please call The Imperial Image at 800.354.9733 or email us at orders@imperial-image.com.

Thank you!

Additional Information

Message / Instructions

Special instructions

Payment Information

Submit Order

Comments or other information about this order (optional):

Order Item Summary

(1) Item Shipping To : Hologic	
Description	Quantity
Corporate Business Card	100

Order Summary

- 1 Products
- 1 Shipping Locations

[Edit quantities or shipping options.](#)

Submit Order



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REORDER CARDS

To reorder cards – when you log on, click “Order History” at the top of the page.

The screenshot shows the Hologic Business Card Ordering website. At the top, there is a navigation bar with links: HOME, ORDER HISTORY, HOLOGIC ONLINE ORDER INSTRUCTIONS, LOGOUT, and SHOPPING CART. Below the navigation bar is the Hologic logo and a large blue banner with the text "Hologic Business Card Ordering". On the left side, there is a user profile for Alicia Sousa, a shopping cart icon with a count of 0, a search bar, and a menu with links to "Hologic Online Order Instructions" and "Products". The main content area is titled "Step 1 - Select a card" and contains a button labeled "Select a Card »".

Click “Reorder” on the previous order you would like to reorder.

The screenshot shows the Hologic Business Card Ordering website's "Order History" page. At the top, there is a navigation bar with links: HOME, ORDER HISTORY, HOLOGIC ONLINE ORDER INSTRUCTIONS, LOGOUT, and SHOPPING CART. Below the navigation bar is the Hologic logo. The main content area is titled "Order History" and contains a button labeled "Show / Hide Order Filters". Below this, there is a table with the following data:

Order Number	View Details Reorder	Dept. / Bill to Number	Requested Date	Ordered By
> 1308	View Details Reorder		9/30/2014 6:59 PM	Chris Brandt
> 1301	View Details Reorder	_____	9/29/2014 7:51 AM	Alicia Sousa

You can then click “Edit” to make any changes to your previous card. If no changes are needed, click “Proceed to Checkout”.



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Shopping Cart

Please verify the following information.


All orders will be sent for approval to alicia.sousa@hologic.com and kate.moeller@hologic.com. Once approved, you will receive an email confirmation.

If you have any questions during this process, please call The Imperial Image at 800.354.9733 or email us at orders@imperial-image.com.

[Continue Shopping](#)

[Proceed to Checkout](#)

Shipping options:

Item	Description	Quantity	Price
	GYN Surgical Solutions Business Card	100	
Ship To:		Edit	Remove
<input type="text" value="Hologic, Inc. (Marlborough, MA - Campus Dr. 5844)"/>			
Details			
<input type="text" value="Quantity = 100"/>			