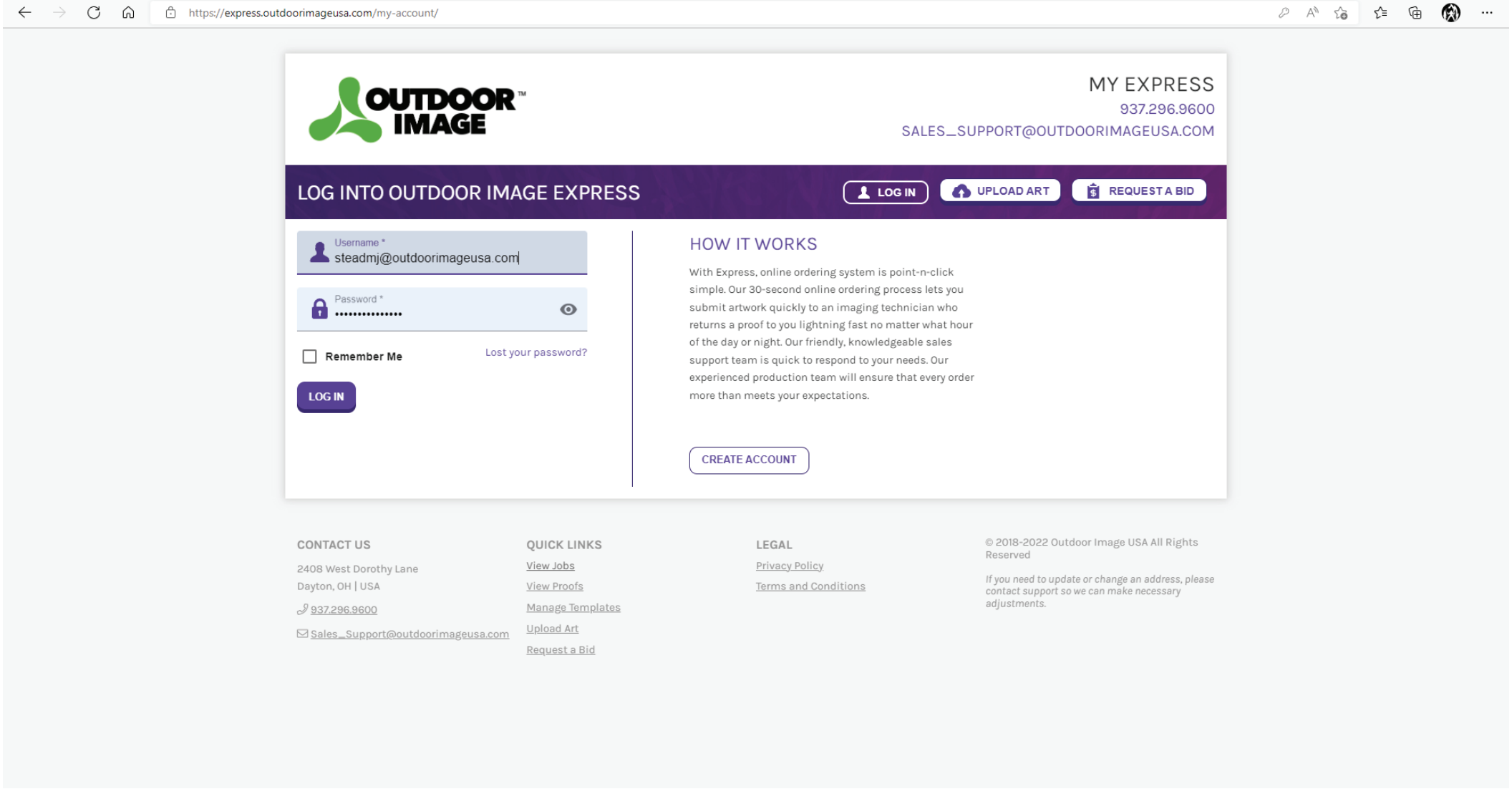
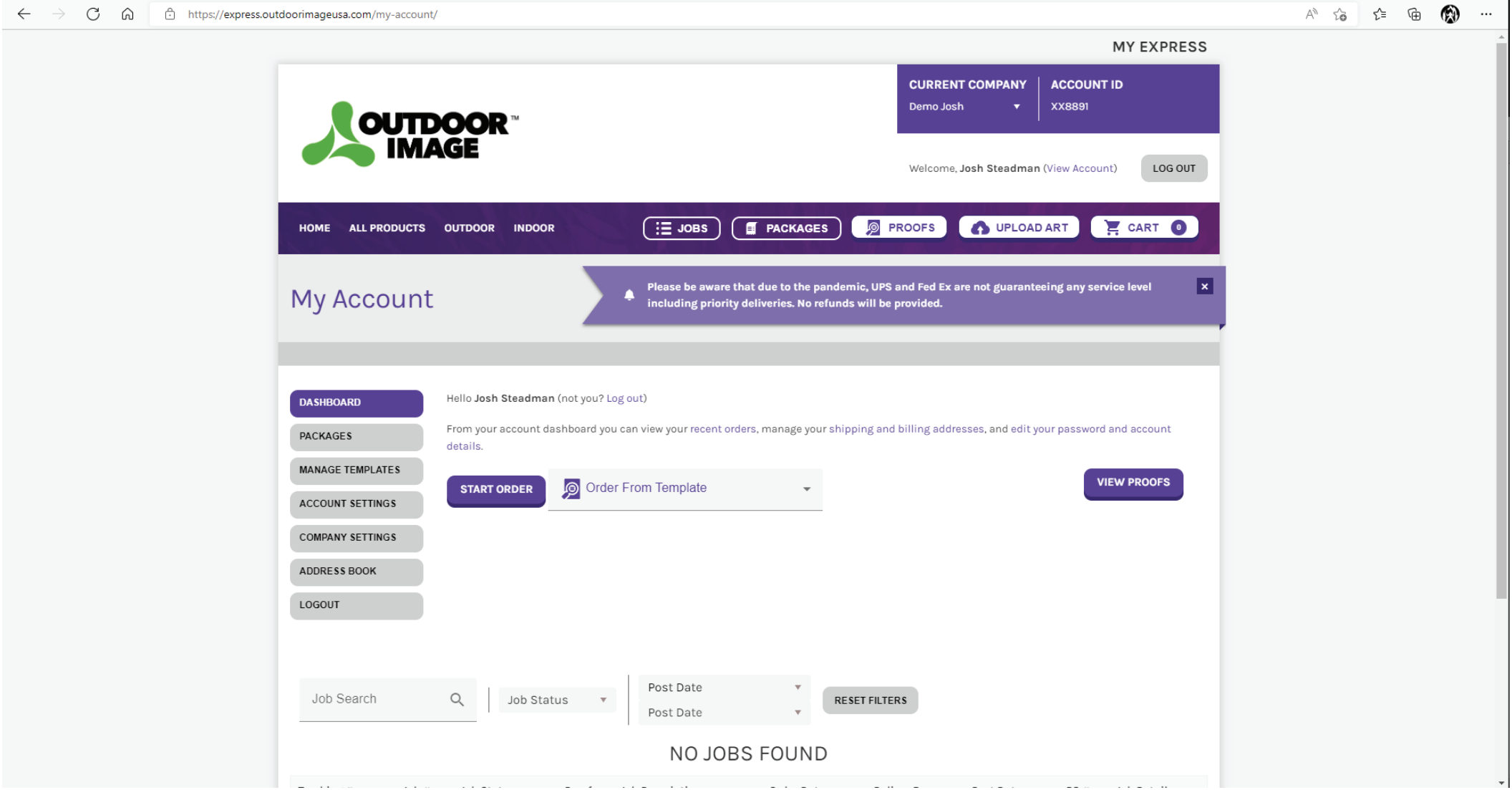
Express How-To guide:

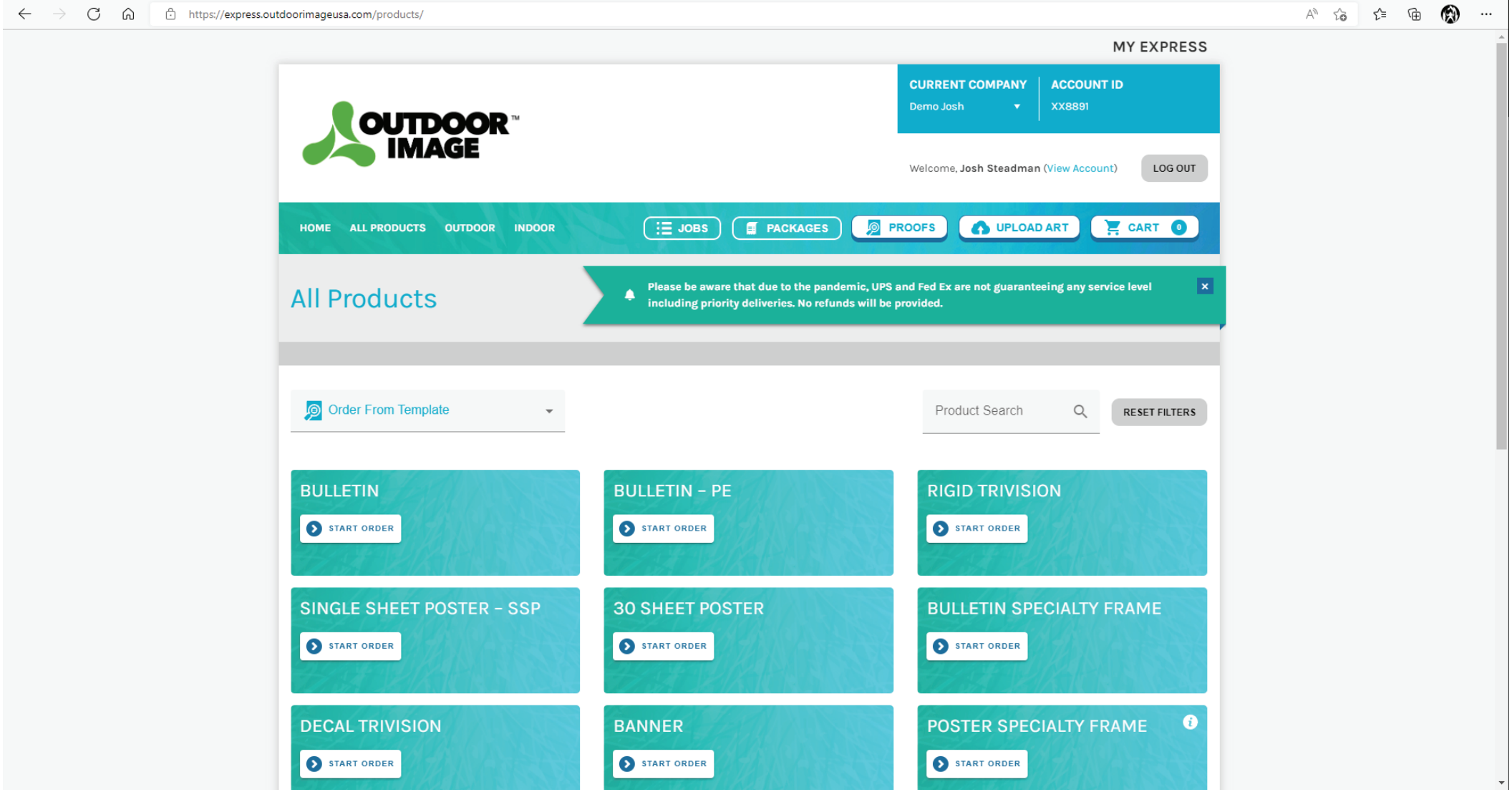
Ordering a bulletin



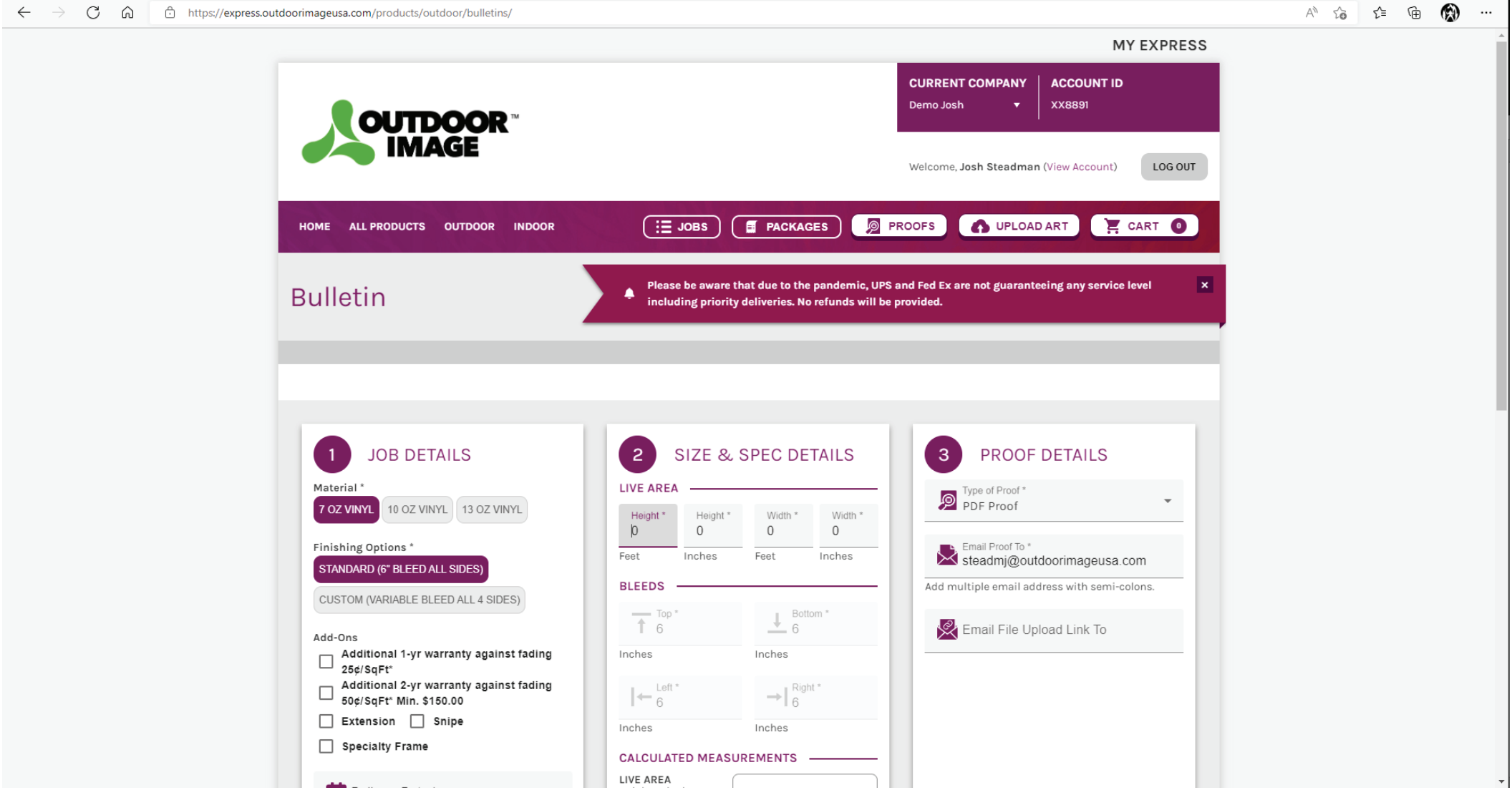
Once you have an account setup, visit express.outdoorimageusa.com to log in and get started.



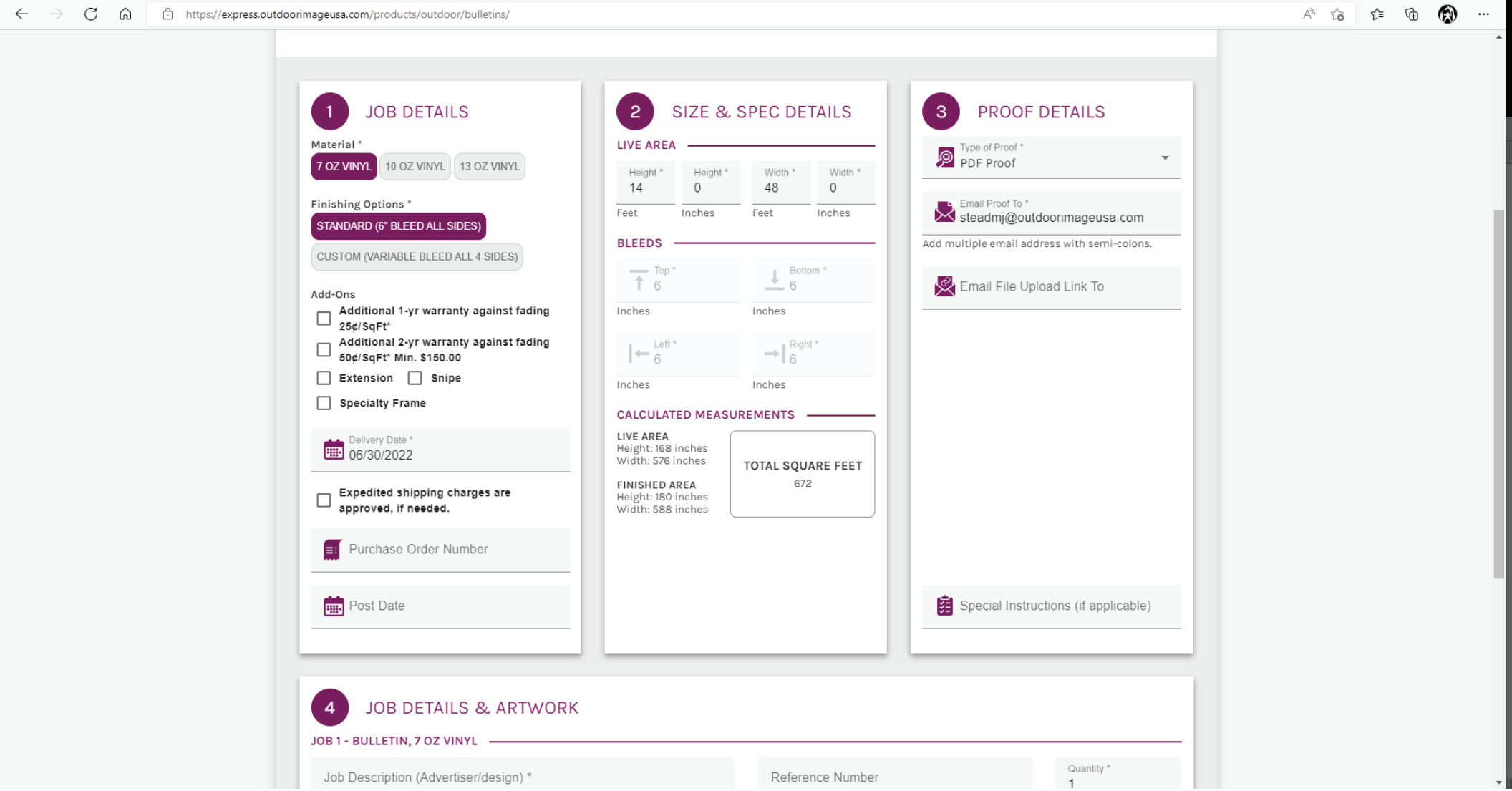
Once inside you'll be taken to your "My-Account" page. From here you can see your job history, project status, and manage several aspects of your account.
You can also start orders directly from this page using the "START ORDER" button. If you have a template you can select it here. This demonstration will not utilize a template.



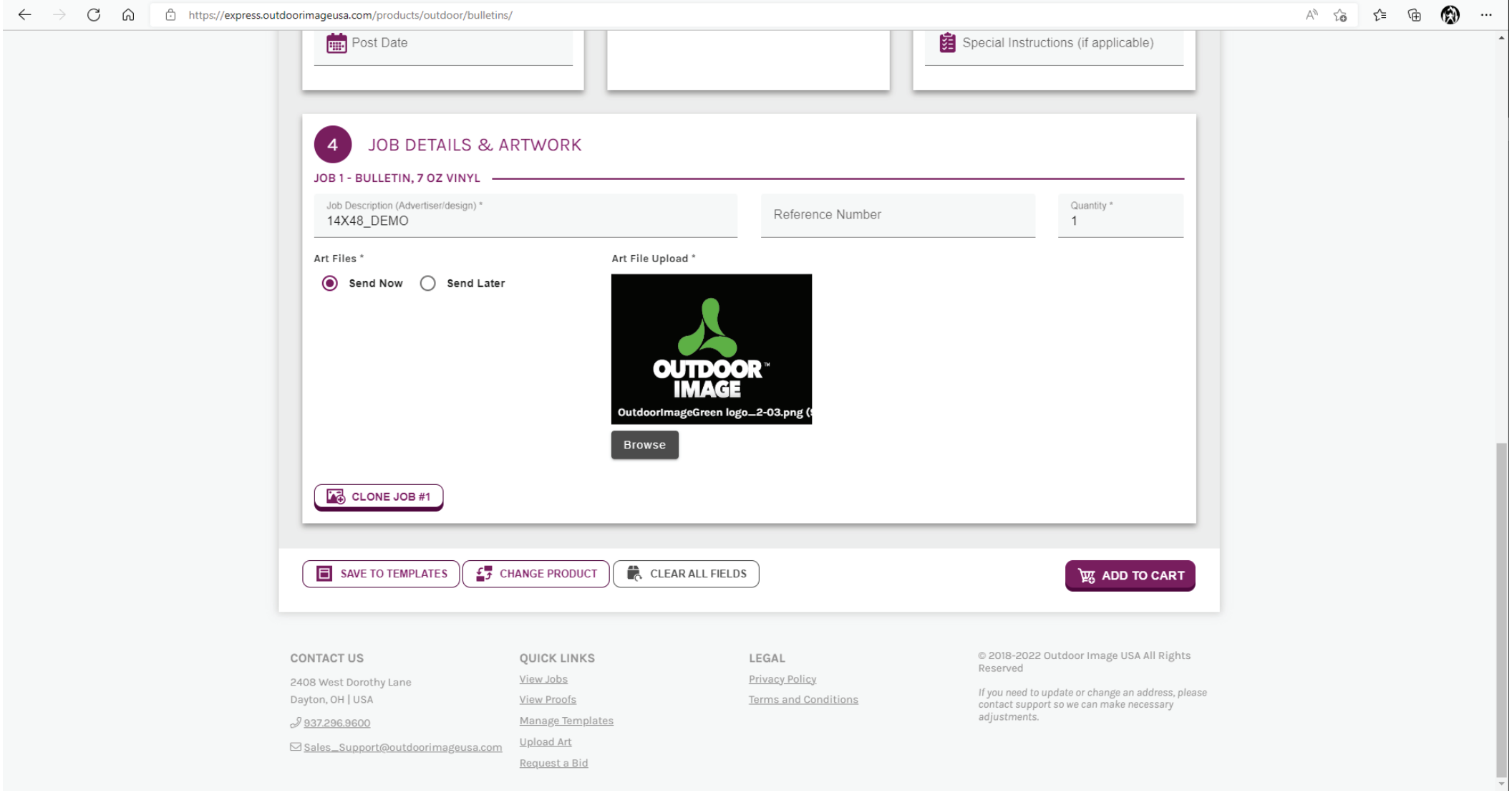
By starting an order without a template selected, you'll be directed to the "All Products" page.
Here you can see all of the products which could be ordered through Express.
Click "Start Order" on the "BULLETIN" block.



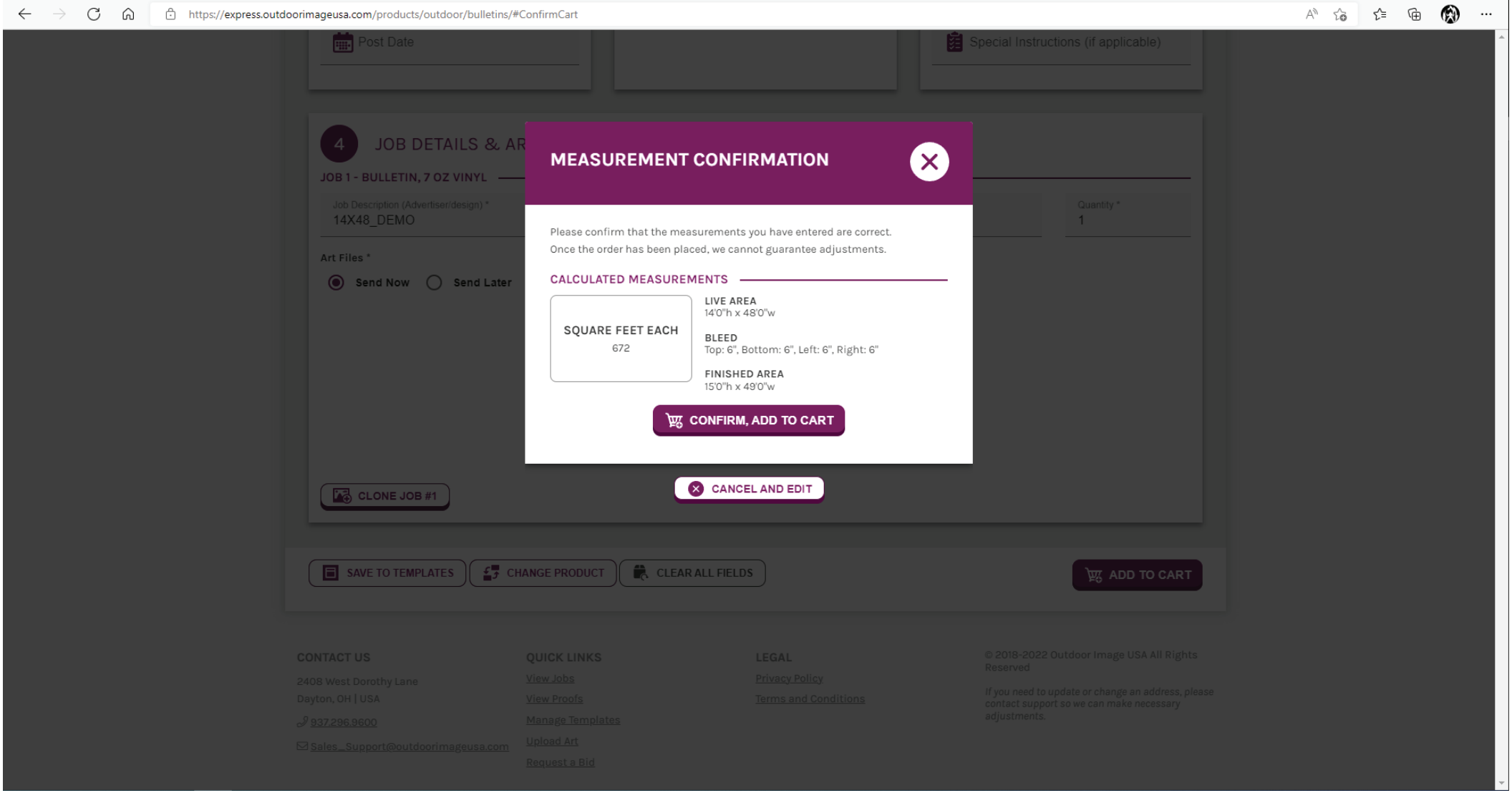
The Bulletin product page will present you with all of your options to select for your order.



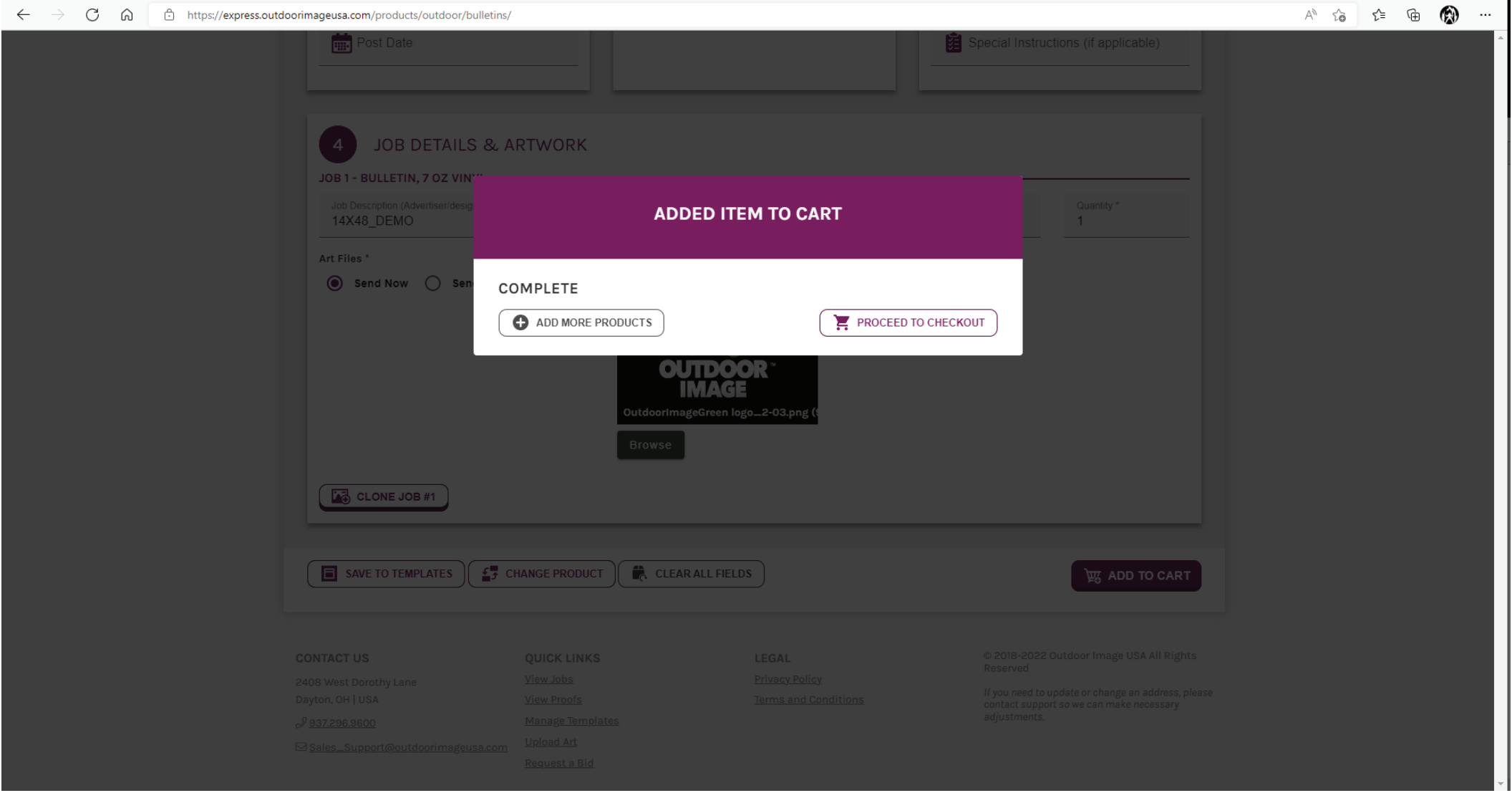
Choose your material weight. Under Finishing Options you can choose "Standard" which is 6" of bleed on all sides with a 4" welded pocket, 3" opening. "Custom" finishing will allow you to customize bleeds for each side.
You'll need to select a Delivery Date, and fill in the "Live Area" that your finished board should be. The other fields are optional.
For this walkthrough we're going to leave the proof type "PDF Proof", but if you wish you can change this to receive a printed proof, or choose to bypass the proof process.
You can change or add email addresses for the Proof.
Add an email address to the "Email File Upload Link" to send an upload request if you don't have the art.



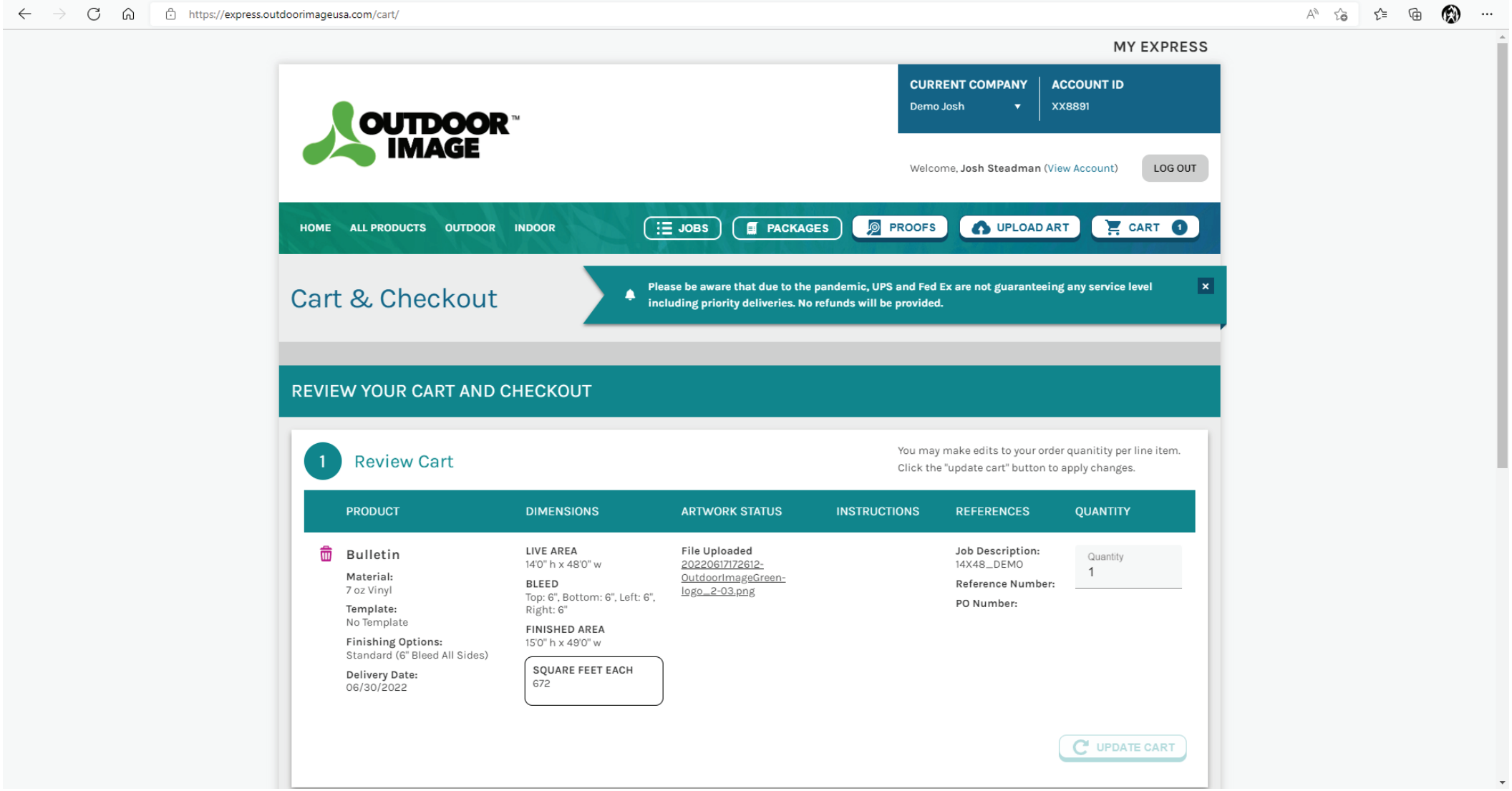
The last section of the Bulletin details page asks for a few more details and the art you want us to use.
The job description will print on the proof, the bulletin and the package label. The Reference could be a P.O. or any ID you'd like to include.
You can change the quantity as well.
Browse to your file, and when you're happy with your details "Add To Cart"



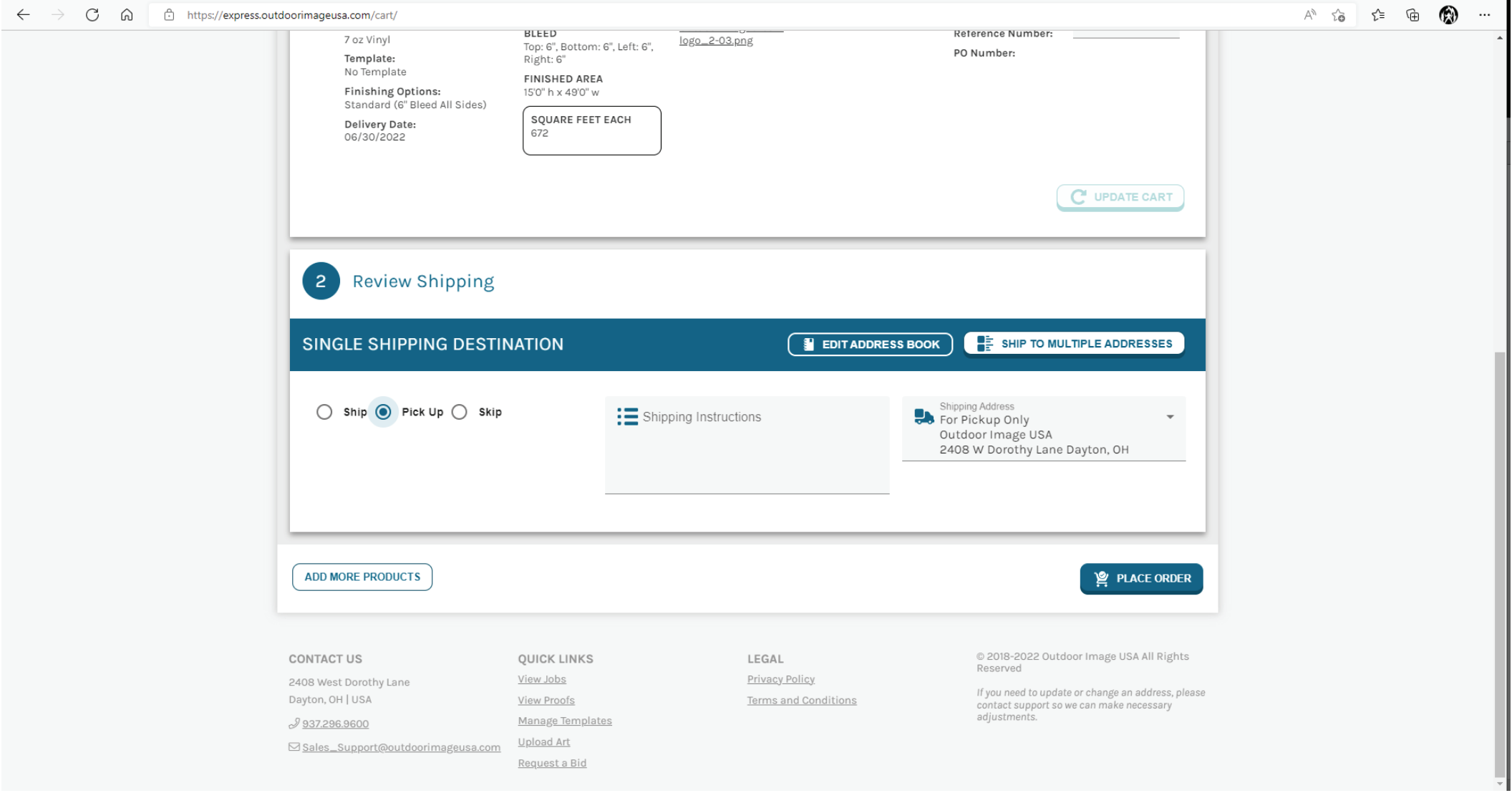
A Confirmation will popup allowing you to double check your measurements and the square feet as calculated. If it looks correct, “CONFIRM, ADD TO CART”



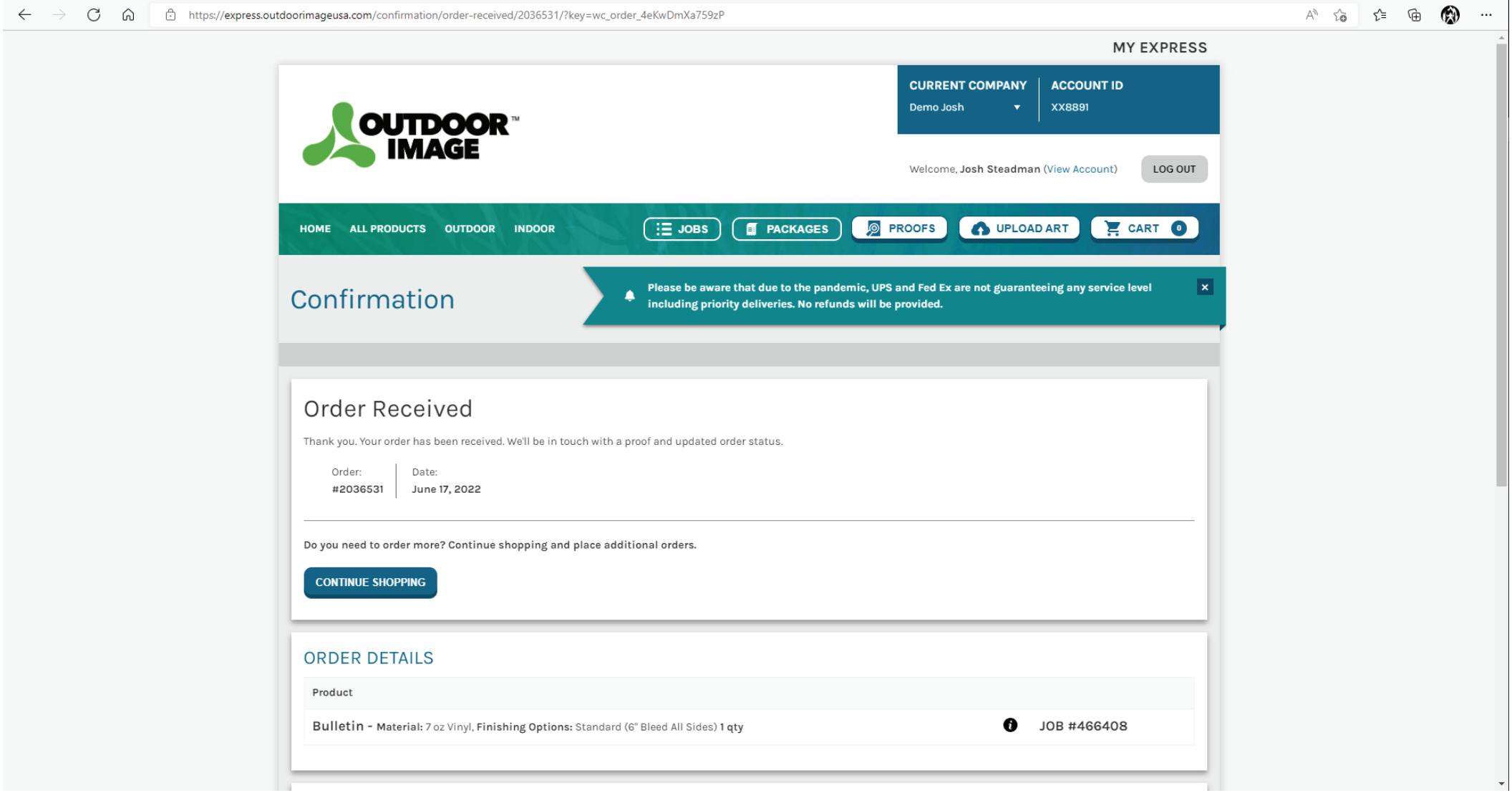
Once you've added an order to the cart you'll be presented the option to either add more products, or "PROCEED TO CHECKOUT".
For this demonstration, we're moving to finish the checkout process.



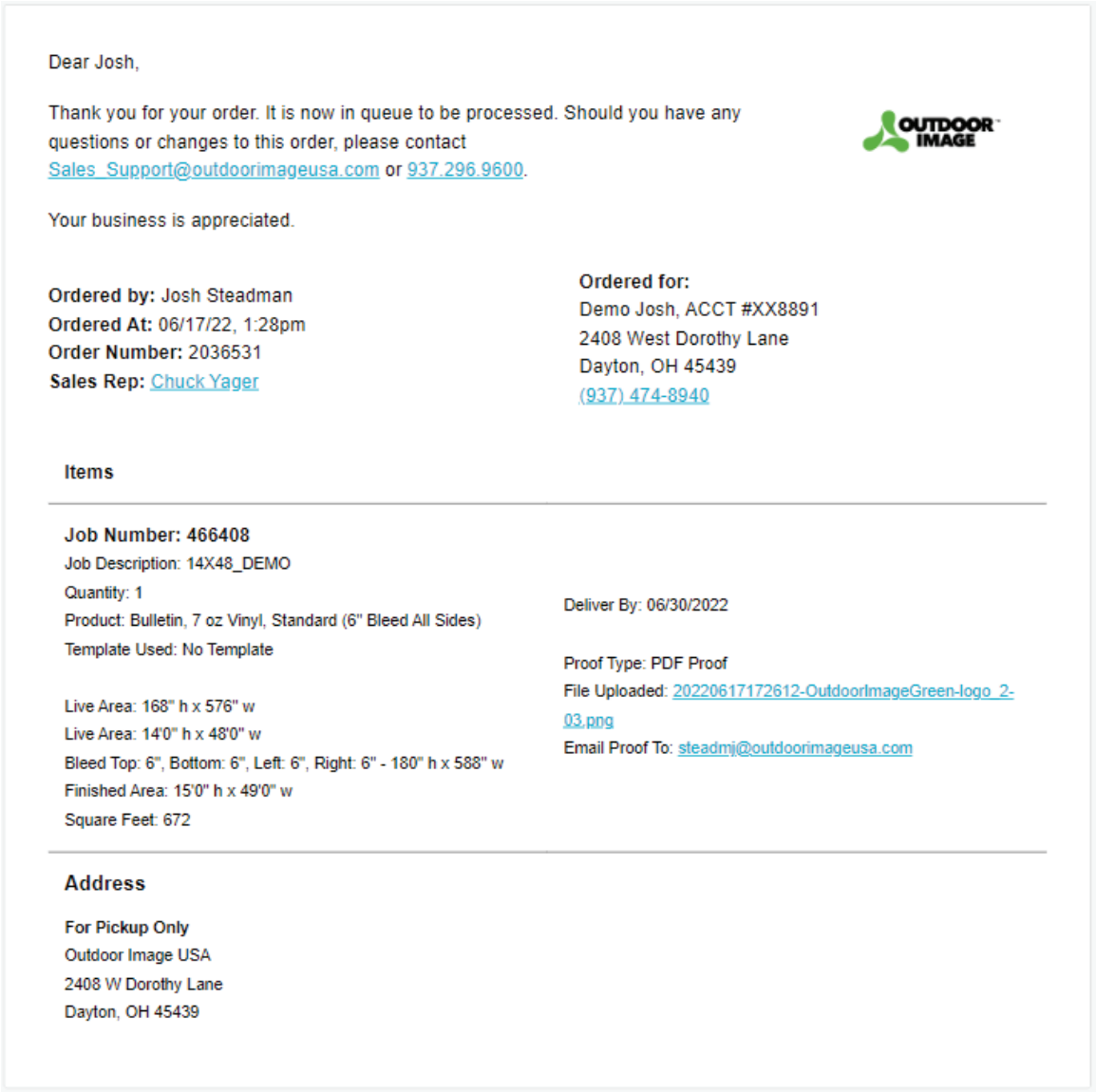
Your cart will contain all of the orders you've added this session. You can see the details of your orders and confirm that everything is correct.



At the bottom of the cart is the Shipping section, where you will be able to choose to "SHIP" or "PICK UP". Either selection will allow you to choose from the addresses in your address book on the right hand side. You can add notes or further instructions as well.
If you don't yet know the shipping details, or plan to make alternative arrangements, you can choose "SKIP" to go ahead and place the order without shipping.
When everything looks good, click "PLACE ORDER".



You'll see a confirmation screen confirming that your order has been placed. You can continue shopping the site, or log out.



Dear Josh,

Thank you for your order. It is now in queue to be processed. Should you have any questions or changes to this order, please contact Sales_Support@outdoorimageusa.com or 937.296.9600.

Your business is appreciated.

Ordered by: Josh Steadman
Ordered At: 06/17/22, 1:28pm
Order Number: 2036531
Sales Rep: Chuck Yager

Ordered for:
Demo Josh, ACCT #XX8891
2408 West Dorothy Lane
Dayton, OH 45439
(937) 474-8940

Items

Job Number: 466408
Job Description: 14X48_DEMO
Quantity: 1
Product: Bulletin, 7 oz Vinyl, Standard (6" Bleed All Sides)
Template Used: No Template

Live Area: 168" h x 576" w
Live Area: 14'0" h x 48'0" w
Bleed Top: 6", Bottom: 6", Left: 6", Right: 6" - 180" h x 588" w
Finished Area: 15'0" h x 49'0" w
Square Feet: 672

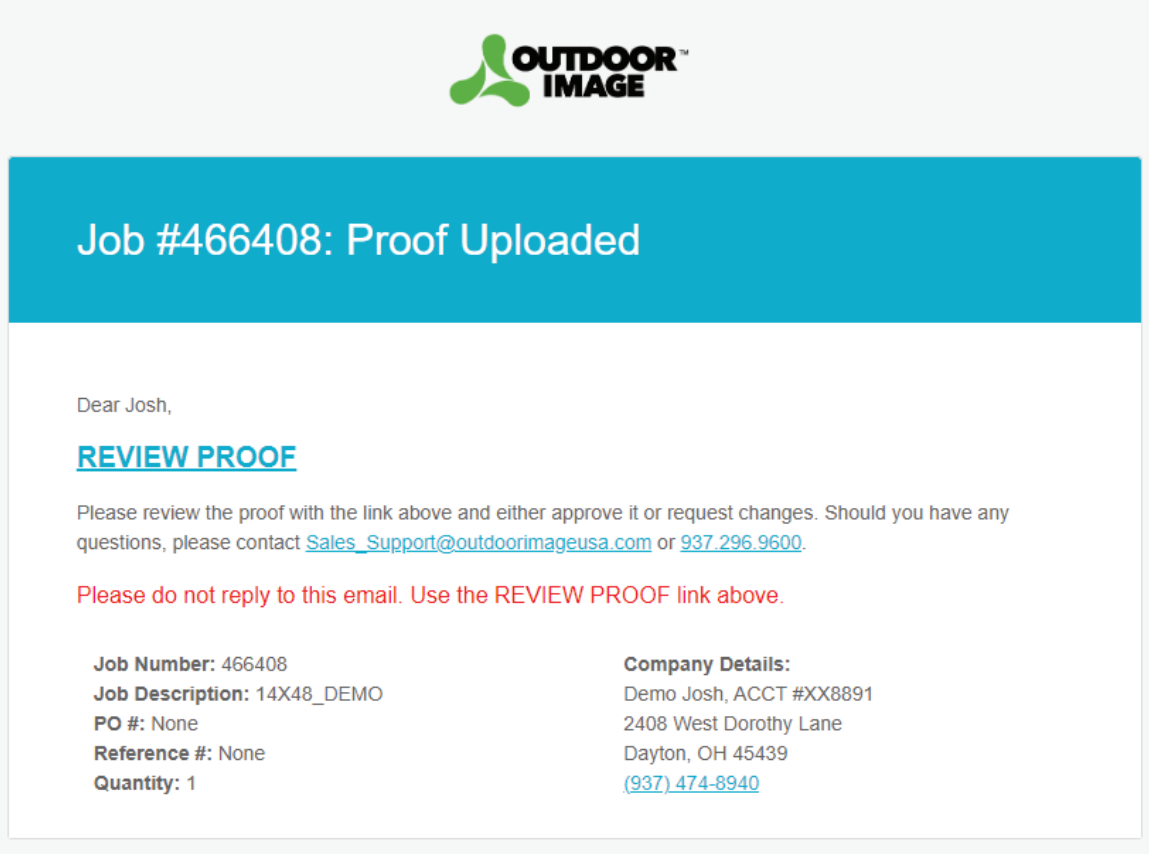
Deliver By: 06/30/2022

Proof Type: PDF Proof
File Uploaded: 20220617172612-OutdoorImageGreen-logo_2-03.png
Email Proof To: steadmj@outdoorimageusa.com

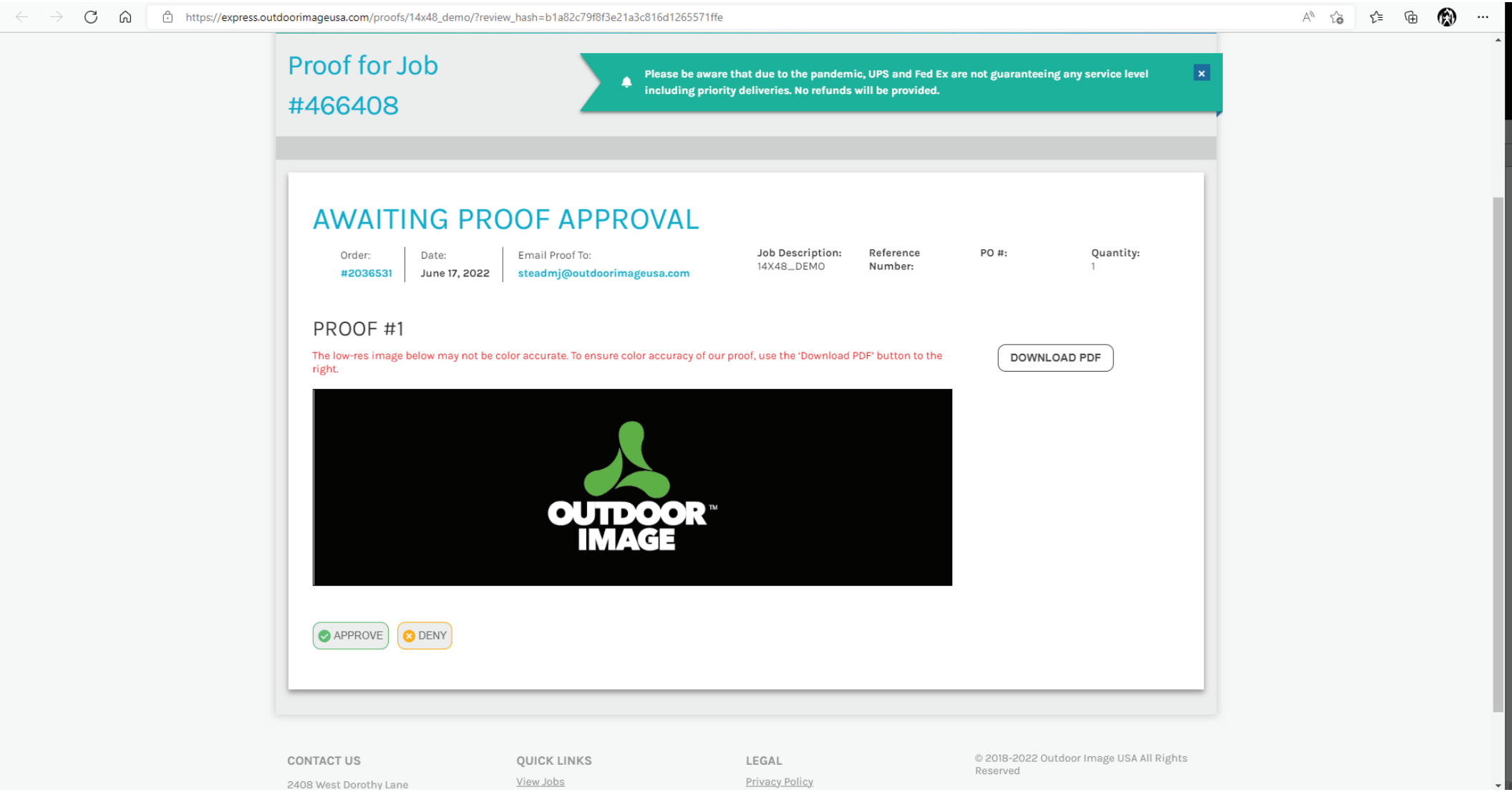
Address

For Pickup Only
Outdoor Image USA
2408 W Dorothy Lane
Dayton, OH 45439

You'll receive a confirmation email with details of every item in your order. At this point your order details and files will be received by our Prepress and Sales Support department, and work will begin on setting up your project.



Once the bulletin is setup and a proof created you'll get an email like the one above. You can click directly on the link "REVIEW PROOF" to view the proof on Express, or you can browse to the proof from within your account on Express.



The proof screen will look something like this. You'll have the option to APPROVE or DENY the layout, either selection will provide you the opportunity to provide comments, which will be reviewed by our Prepress and Support teams. If you approve the layout we'll begin moving your project through production. You can track the status of the project on your Express account.

If the layout is denied, then please explain why and what steps you'd like taken to resolve the problem. Depending on what needs to be done, you'll receive another proof.