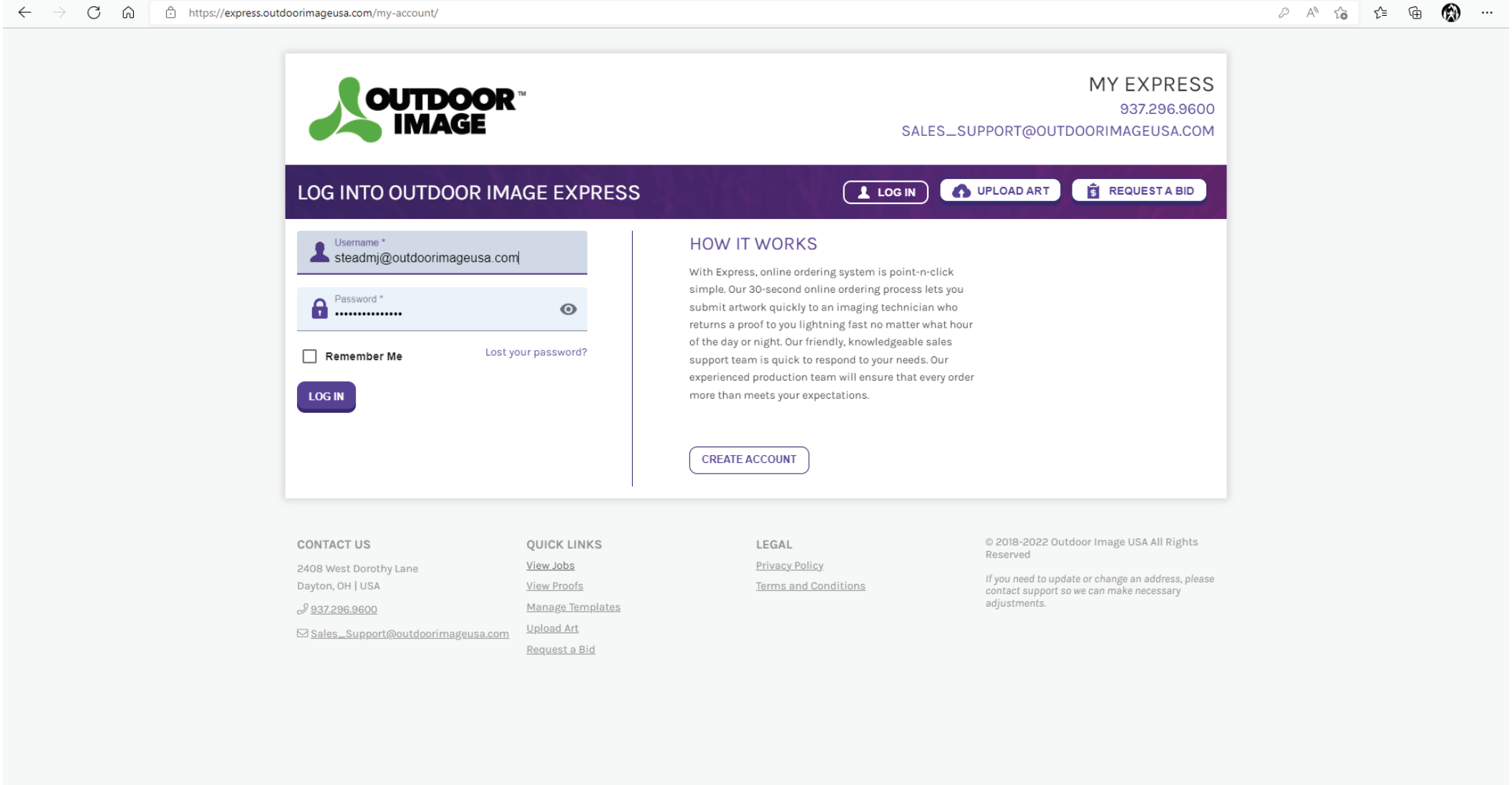


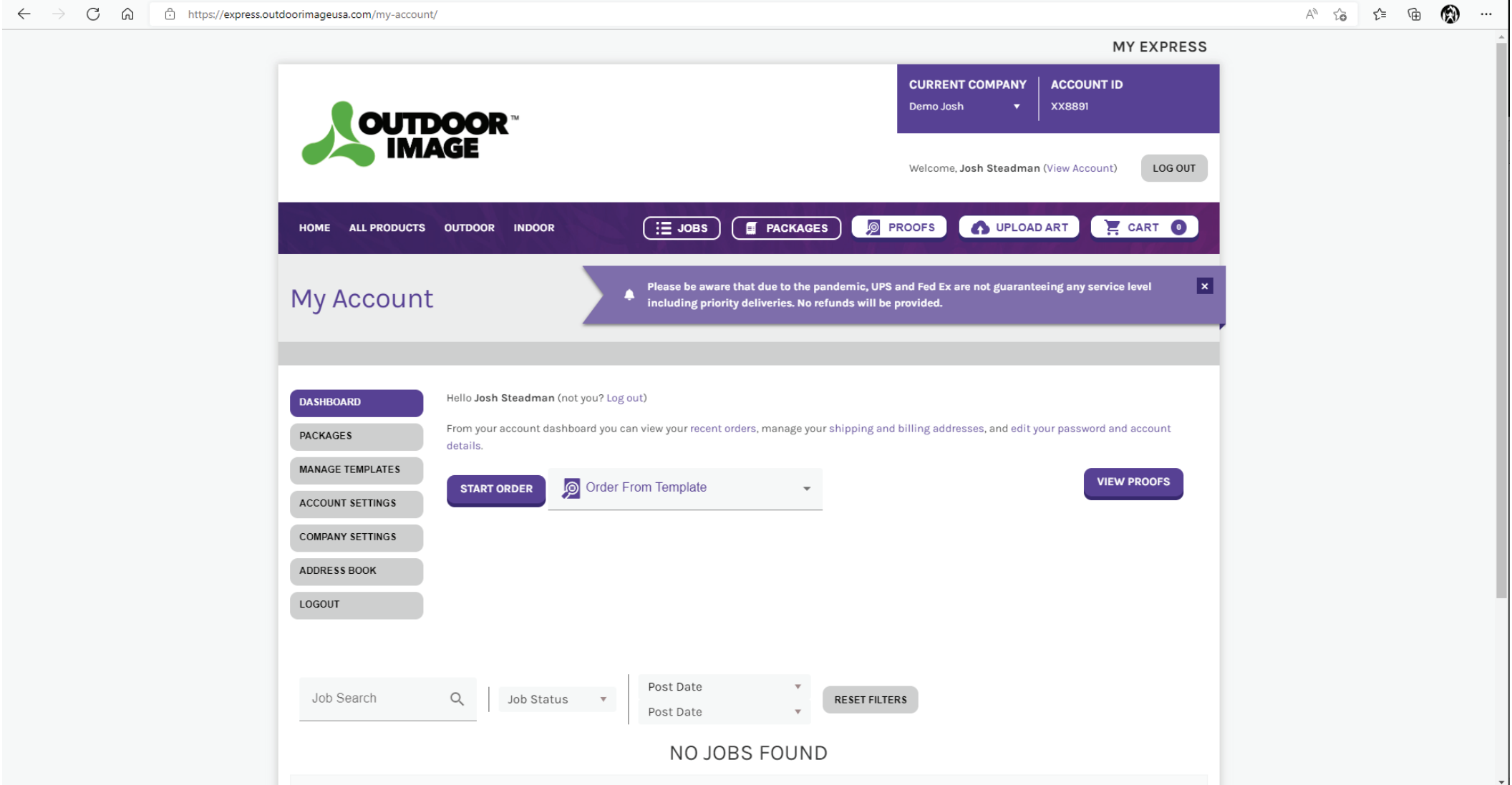


Express How-To guide:

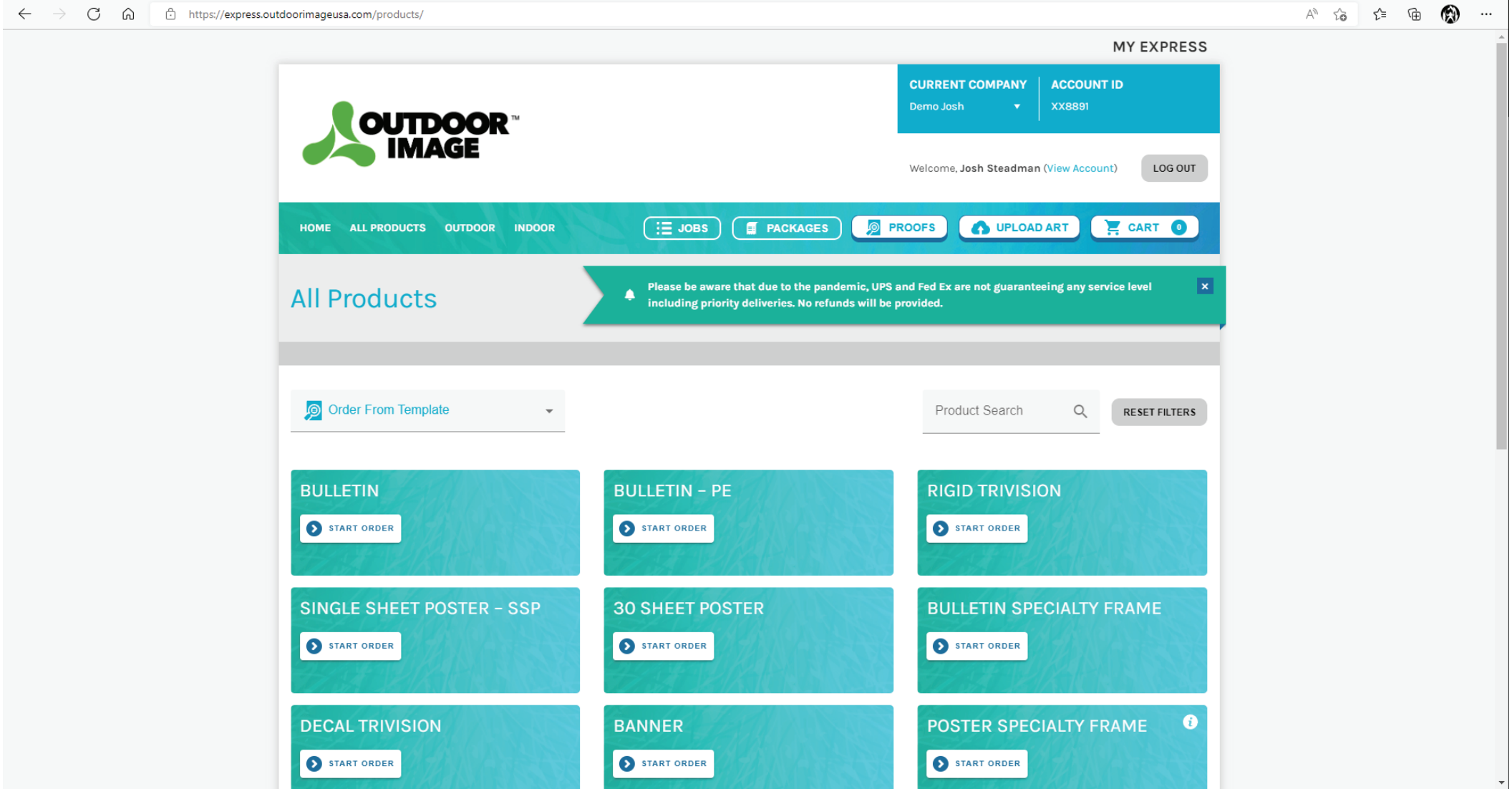
Ordering a bulletin



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.

MY EXPRESS



CURRENT COMPANY

ACCOUNT ID

Demo Josh

XX8891

Welcome, Josh Steadman (View Account)

LOG OUT

HOME

ALL PRODUCTS

OUTDOOR

INDOOR

JOBS

PACKAGES

PROOFS

UPLOAD ART

CART 0

Bulletin

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

1

JOB DETAILS

Material *

7 OZ VINYL

10 OZ VINYL

13 OZ VINYL

Finishing Options *

STANDARD (6" BLEED ALL SIDES)

CUSTOM (VARIABLE BLEED ALL 4 SIDES)

Add-Ons

☐

Additional 1-yr warranty against fading
25¢/SqFt*

☐

Additional 2-yr warranty against fading
50¢/SqFt* Min. \$150.00

☐

Extension ☐ Snipe

☐

Specialty Frame

2

SIZE & SPEC DETAILS

LIVE AREA

Height *

0

Feet

Inches

Height *

0

Feet

Inches

Width *

0

Feet

Inches

Width *

0

Feet

Inches

BLEEDS

Top *

6

Inches

Bottom *

6

Inches

Left *

6

Inches

Right *

6

Inches

CALCULATED MEASUREMENTS

LIVE AREA

3

PROOF DETAILS

Type of Proof *

PDF Proof

Email Proof To *

steadmj@outdoorimageusa.com

Add multiple email address with semi-colons.

Email File Upload Link To

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

← → ↺ https://express.outdoorimageusa.com/products/outdoor/bulletins/ A ☆ ☆

1 JOB DETAILS

Material *

7 OZ VINYL 10 OZ VINYL 13 OZ VINYL

Finishing Options *

STANDARD (6" BLEED ALL SIDES)

CUSTOM (VARIABLE BLEED ALL 4 SIDES)

Add-Ons

☐ Additional 1-yr warranty against fading 25¢/SqFt*

☐ Additional 2-yr warranty against fading 50¢/SqFt* Min. \$150.00

☐ Extension ☐ Snipe

☐ Specialty Frame

Delivery Date *

06/30/2022

☐ Expedited shipping charges are approved, if needed.

Purchase Order Number

Post Date

2 SIZE & SPEC DETAILS

LIVE AREA

Height *	Height *	Width *	Width *
14	0	48	0
Feet	Inches	Feet	Inches

BLEEDS

Top *	Bottom *
6	6
Inches	Inches
Left *	Right *
6	6
Inches	Inches

CALCULATED MEASUREMENTS

LIVE AREA
Height: 168 inches
Width: 576 inches

FINISHED AREA
Height: 180 inches
Width: 588 inches

TOTAL SQUARE FEET
672

3 PROOF DETAILS

Type of Proof *

PDF Proof

Email Proof To *

steadmj@outdoorimageusa.com

Add multiple email address with semi-colons.

Email File Upload Link To

Special Instructions (if applicable)

4 JOB DETAILS & ARTWORK

JOB 1 - BULLETIN, 7 OZ VINYL

Job Description (Advertiser/design) *	Reference Number	Quantity *
		1

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.

← → ↺ 🏠 https://express.outdoorimageusa.com/products/outdoor/bulletins/ 🔍 ⚙️ 📄 📁 👤 ⋮

📅 Post Date

📋 Special Instructions (if applicable)

4

JOB DETAILS & ARTWORK

JOB 1 - BULLETIN, 7 OZ VINYL

Job Description (Advertiser/design) *
14X48_DEMO


Reference Number

Quantity *
1

Art Files *

☒ Send Now ☐ Send Later

Art File Upload *


OutdoorImageGreen logo_2-03.png (

Browse

📄 CLONE JOB #1

📁 SAVE TO TEMPLATES

🔄 CHANGE PRODUCT

🗑️ CLEAR ALL FIELDS

🛒 ADD TO CART

CONTACT US

2408 West Dorothy Lane
Dayton, OH | USA
📞 937.296.9600
✉️ Sales_Support@outdoorimageusa.com

QUICK LINKS

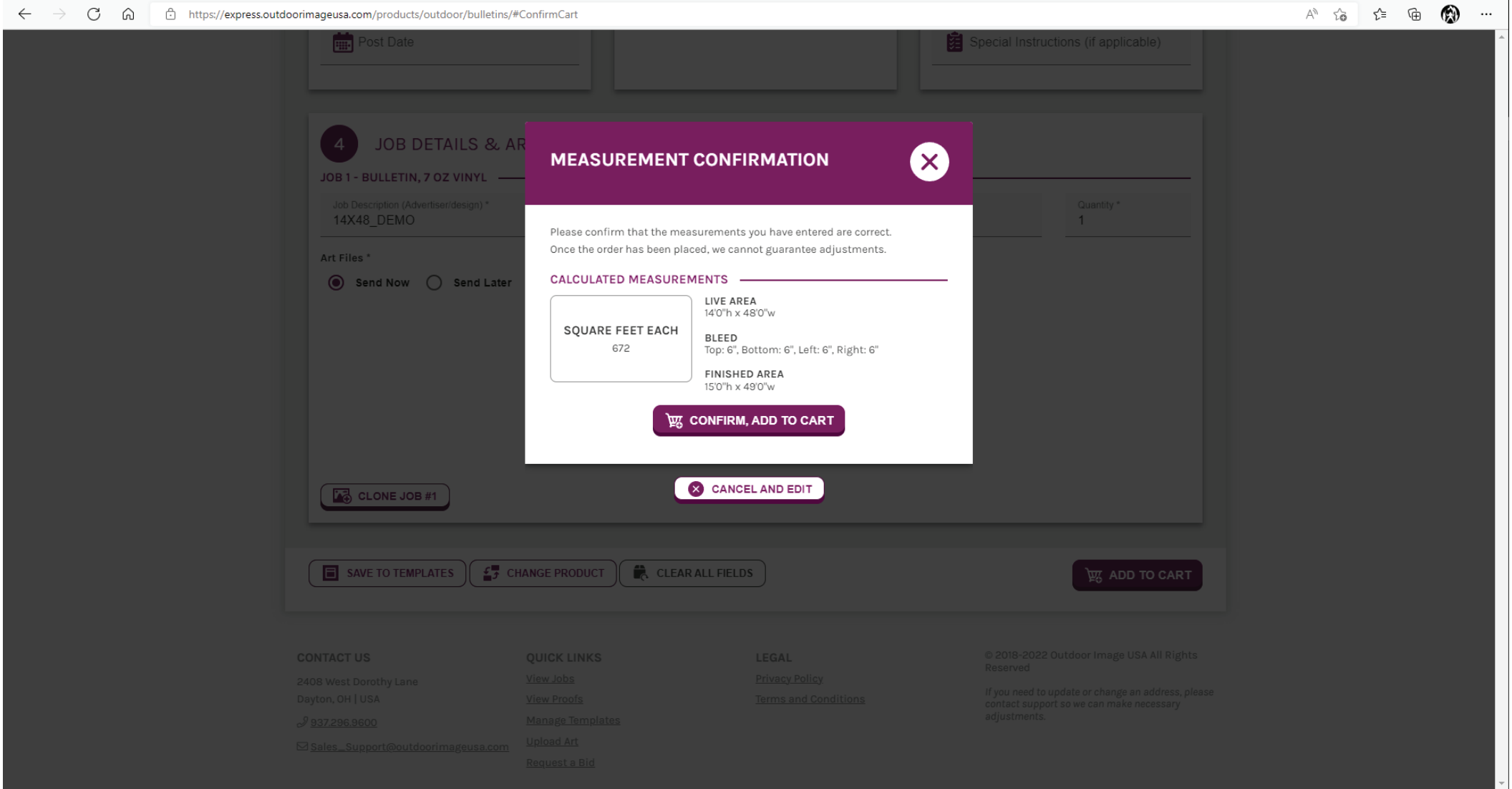
[View Jobs](#)
[View Proofs](#)
[Manage Templates](#)
[Upload Art](#)
[Request a Bid](#)

LEGAL

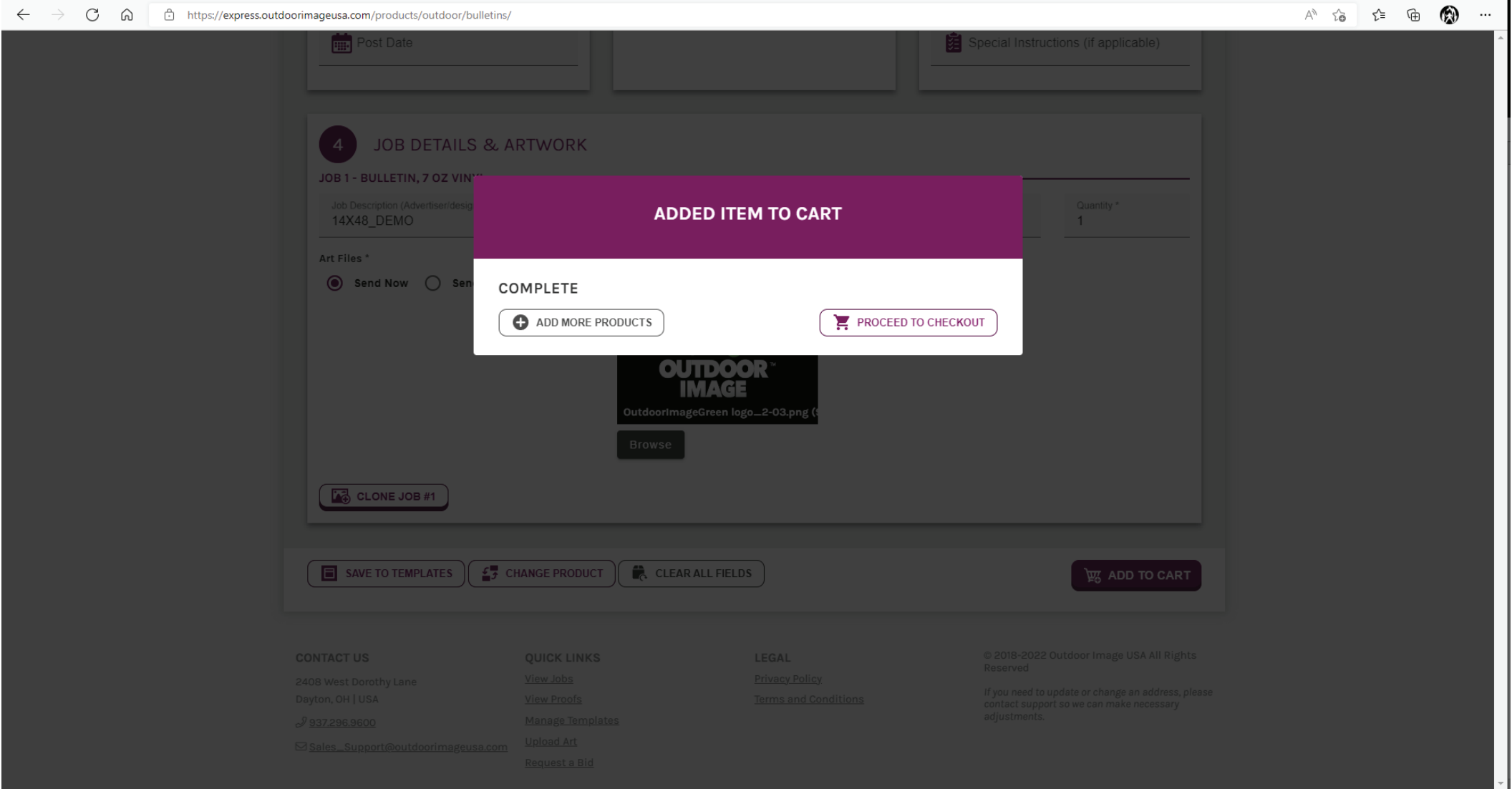
[Privacy Policy](#)
[Terms and Conditions](#)

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If you need to update or change an address, please contact support so we can make necessary adjustments.

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.



CURRENT COMPANY
Demo Josh

ACCOUNT ID
XX8891

Welcome, Josh Steadman (View Account)

LOG OUT

HOME ALL PRODUCTS OUTDOOR INDOOR

JOBS

PACKAGES

PROOFS

UPLOAD ART

CART 1


Cart & Checkout

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

REVIEW YOUR CART AND CHECKOUT

1 Review Cart

You may make edits to your order quantity per line item.
Click the "update cart" button to apply changes.

PRODUCT	DIMENSIONS	ARTWORK STATUS	INSTRUCTIONS	REFERENCES	QUANTITY
 Bulletin Material: 7 oz Vinyl Template: No Template Finishing Options: Standard (6" Bleed All Sides) Delivery Date: 06/30/2022	LIVE AREA 14'0" h x 48'0" w BLEED Top: 6", Bottom: 6", Left: 6", Right: 6" FINISHED AREA 15'0" h x 49'0" w <div>SQUARE FEET EACH 672</div>	File Uploaded 20220617172612- OutdoorImageGreen- logo_2-03.png		Job Description: 14X48_DEMO Reference Number: PO Number:	<div>Quantity 1</div>

UPDATE CART

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.

← → ↺ 🏠 https://express.outdoorimageusa.com/cart/ A 📌 ⚙️ 🛒

7 oz Vinyl
Template:
No Template
Finishing Options:
Standard (6" Bleed All Sides)
Delivery Date:
06/30/2022

BLEED
Top: 6", Bottom: 6", Left: 6",
Right: 6"
FINISHED AREA
15'0" h x 49'0" w

[logo_2-03.png](#)

Reference Number: _____
PO Number: _____

SQUARE FEET EACH
672

🔄 UPDATE CART

2 Review Shipping

SINGLE SHIPPING DESTINATION [📖 EDIT ADDRESS BOOK](#) [📋 SHIP TO MULTIPLE ADDRESSES](#)

☐ Ship ☒ Pick Up ☐ Skip

☰ Shipping Instructions

🚚 Shipping Address
For Pickup Only
Outdoor Image USA
2408 W Dorothy Lane Dayton, OH

[ADD MORE PRODUCTS](#) [🛒 PLACE ORDER](#)

CONTACT US
2408 West Dorothy Lane
Dayton, OH | USA
📞 937.296.9600
✉ Sales_Support@outdoorimageusa.com

QUICK LINKS
[View Jobs](#)
[View Proofs](#)
[Manage Templates](#)
[Upload Art](#)
[Request a Bid](#)

LEGAL
[Privacy Policy](#)
[Terms and Conditions](#)

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If you need to update or change an address, please contact support so we can make necessary adjustments.

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”.



CURRENT COMPANY

Demo Josh

ACCOUNT ID

XX8891

Welcome, Josh Steadman ([View Account](#))

[LOG OUT](#)

[HOME](#) [ALL PRODUCTS](#) [OUTDOOR](#) [INDOOR](#)

[JOBS](#)

[PACKAGES](#)

[PROOFS](#)

[UPLOAD ART](#)

[CART](#) 0

Confirmation

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

Order Received

Thank you. Your order has been received. We'll be in touch with a proof and updated order status.

Order:

#2036531

Date:

June 17, 2022

Do you need to order more? Continue shopping and place additional orders.

[CONTINUE SHOPPING](#)

ORDER DETAILS

Product

Bulletin - Material: 7 oz Vinyl, Finishing Options: Standard (6" Bleed All Sides) 1 qty



JOB #466408

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](tel: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](tel: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

Deliver By: 06/30/2022

Proof Type: PDF Proof

File Uploaded: [20220617172612-OutdoorImageGreen-logo_2-03.png](#)

Email Proof To: steadmj@outdoorimageusa.com

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

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.



Job #466408: Proof Uploaded

Dear Josh,

[REVIEW PROOF](#)

Please review the proof with the link above and either approve it or request changes. Should you have any questions, please contact Sales_Support@outdoorimageusa.com or [937.296.9600](tel:937.296.9600).

Please do not reply to this email. Use the REVIEW PROOF link above.

Job Number: 466408

Job Description: 14X48_DEMO

PO #: None

Reference #: None

Quantity: 1

Company Details:

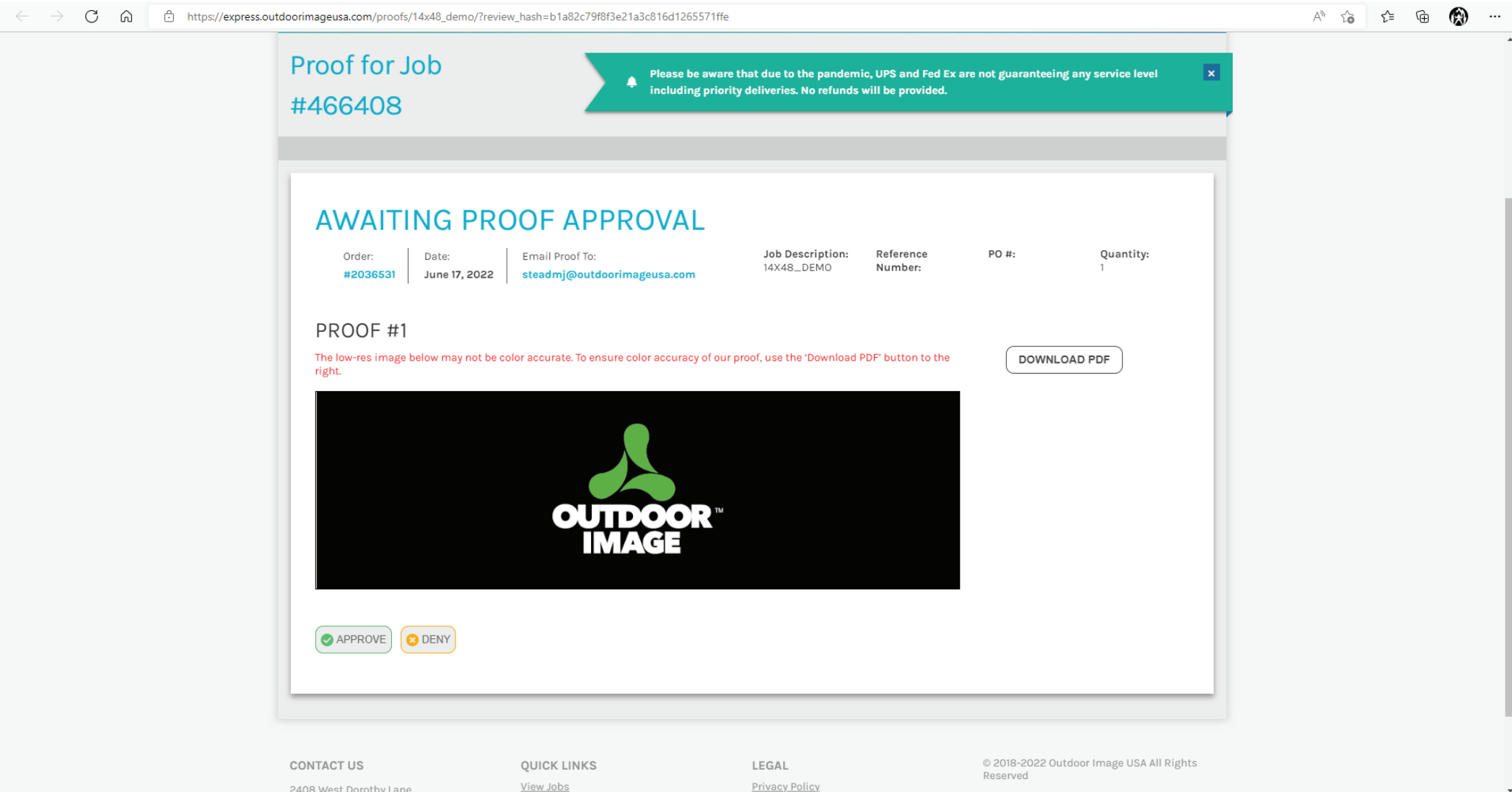
Demo Josh, ACCT #XX8891

2408 West Dorothy Lane

Dayton, OH 45439

[\(937\) 474-8940](tel:937.474.8940)

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.