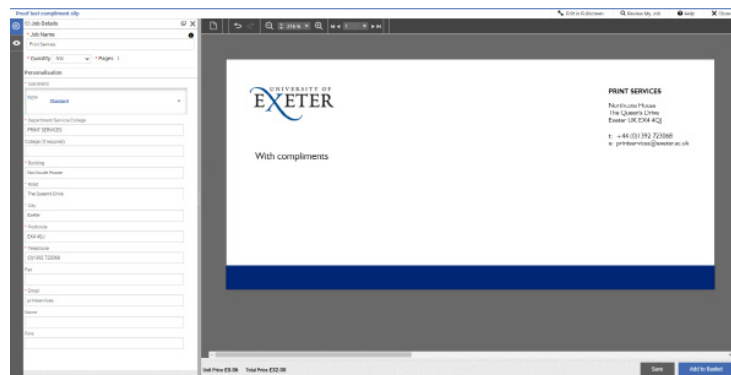


SENDING PROOFS FOR APPROVAL

Stationery you create can be downloaded as a PDF proof to send to others for approval before submitting the order.

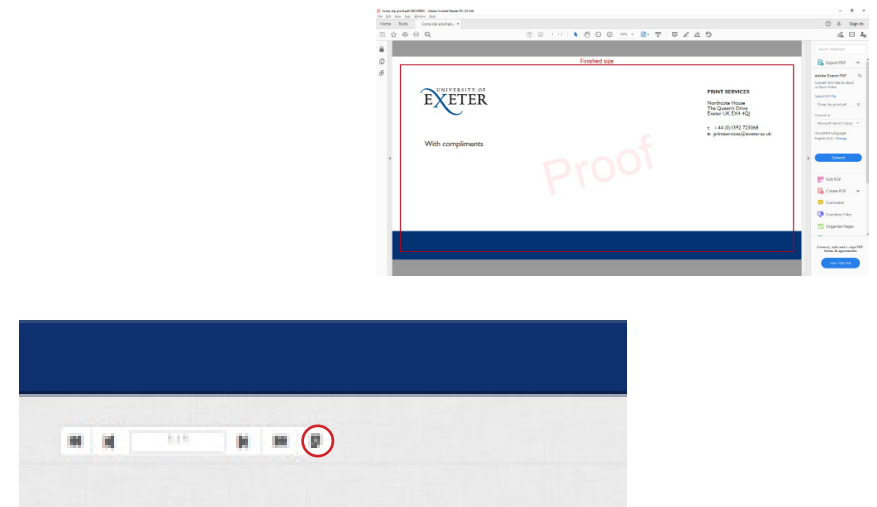
1



Enter the contact details and branding requirements on the data entry screen.

Click 'Add to Basket' to continue to preview screen.

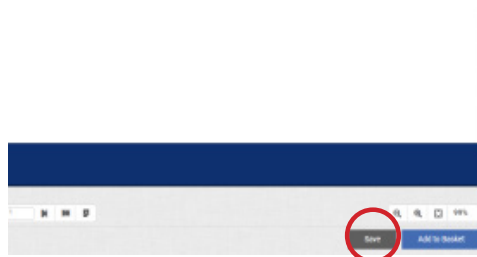
2



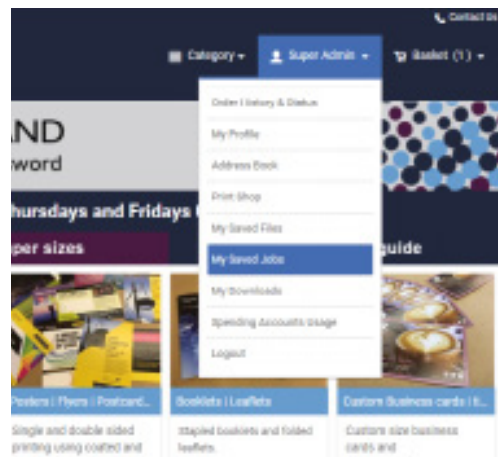
Check the details and quantities are correct and click the **'PDF Proof'** button.

This will generate a PDF file for you to review, send for approval or keep for your records.

3

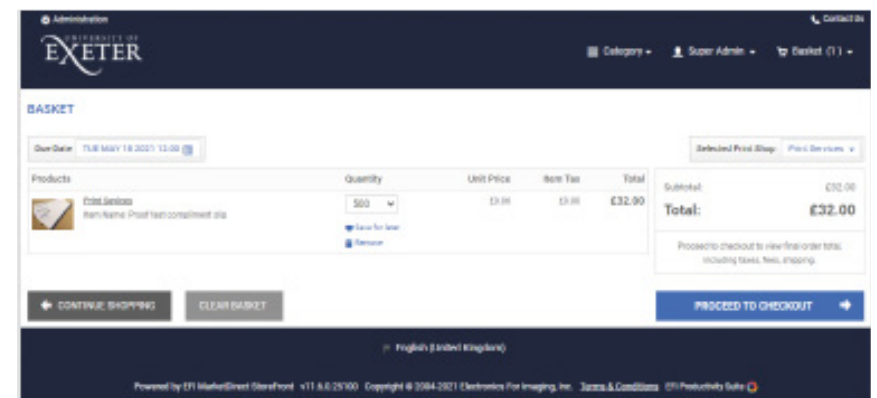


4



Click the **'Save'** button. This will store the job in the **'My Saved Jobs'** section of your user area.

These jobs will be held on the site for 120 days.



Once you have received approval, open the file again from the **'My Saved Jobs'** folder. This will take you to the data entry screen to make any required changes.

Click 'Add to Basket' to progress to preview screen. If necessary, a new PDF proof can be downloaded and the job saved again.

Once you are happy that the details are correct, click **'Add to Basket'** again to finalise the order ready for checkout.