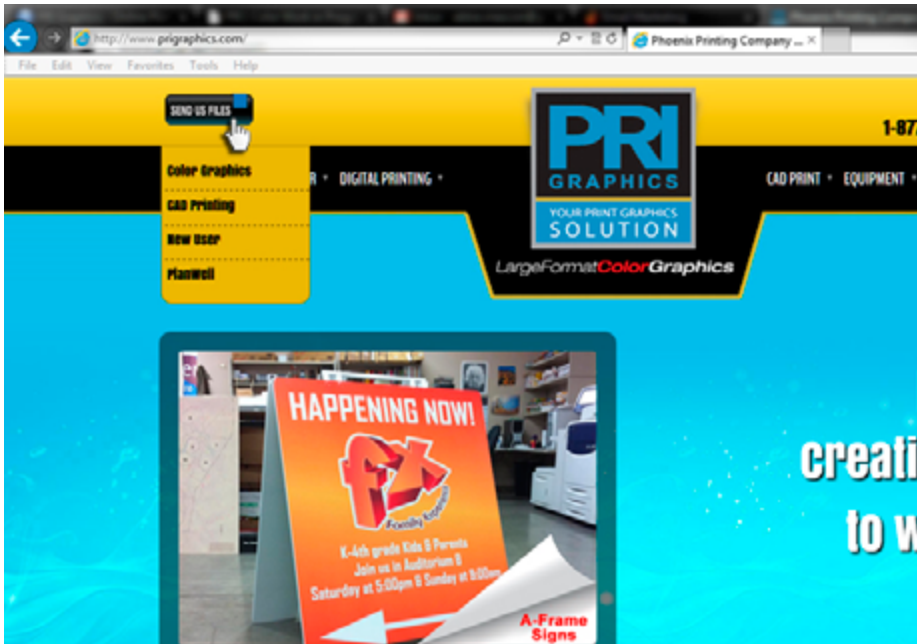


How to Place an Order and Upload Files using PRI's Web Portal

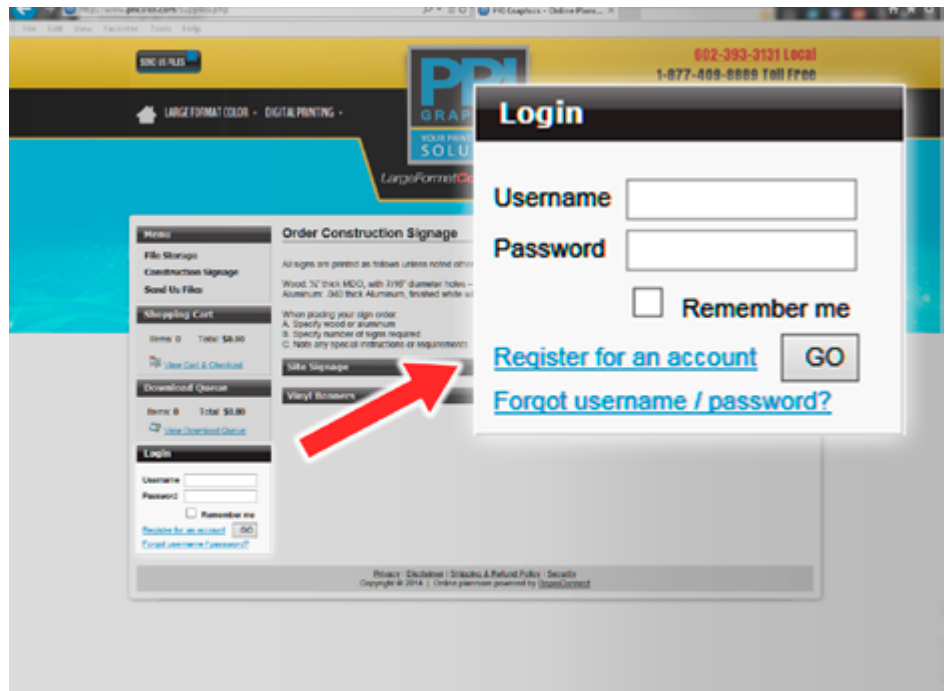


Step 1

Begin your order by visiting PRI's website at www.prigraphics.com. If you hover the mouse above the "send files" link, you will see a drop-down box with various options. Click either color graphics, CAD to begin an order, or click New User to sign up.

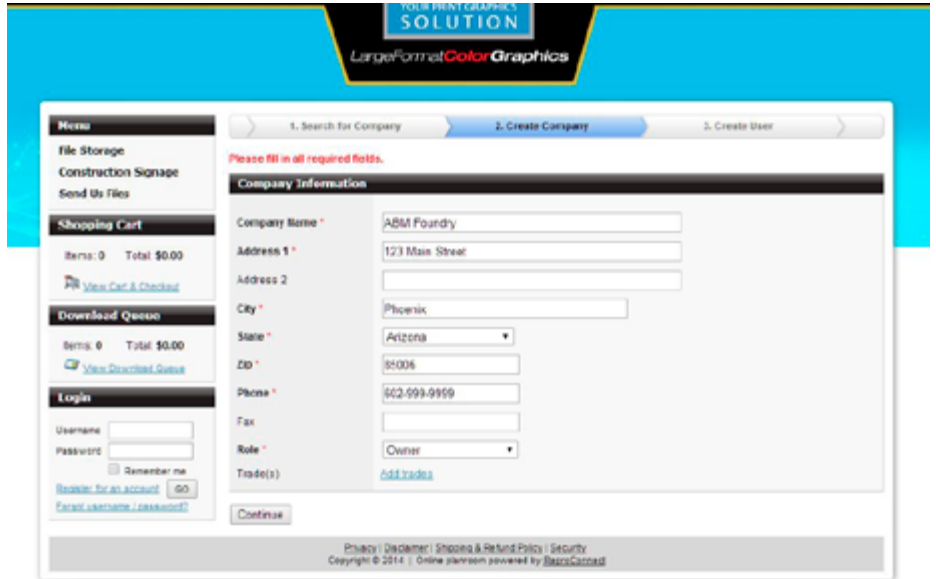
Step 2a - Existing Users

All links *except* the "New User" link will bring you to a landing page similar to this one. Log in using the fields in the lower left hand corner to access the order entry site.



Step 2b - New Users

Fill in the new user form, click continue, and you're done! You will be automatically rerouted to the login screen where you can begin your order.



1. Search for Company 2. Create Company 3. Create User

Please fill in all required fields.

Company Information

Company Name *

Address 1 *

Address 2

City *

State *

ZIP *

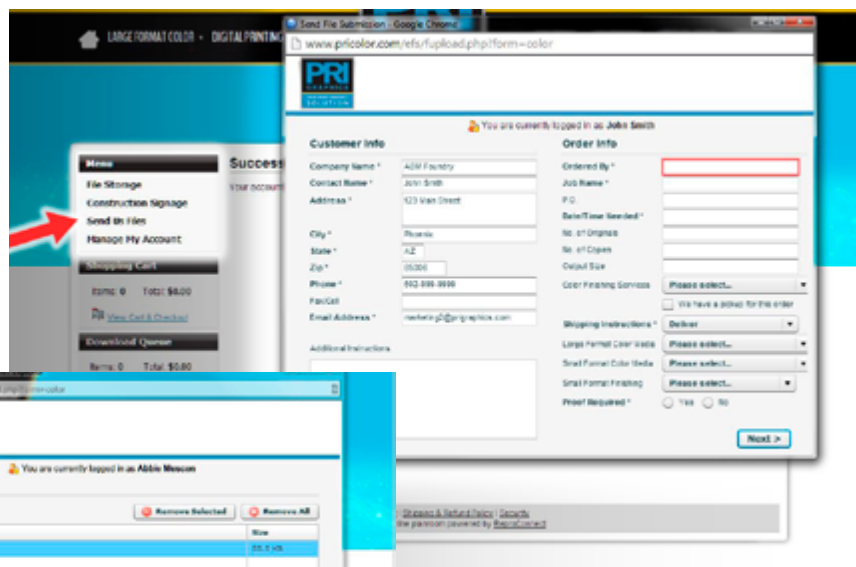
Phone *

Fax

Role *

Trade(s) [Add Trade](#)

Privacy | Disclaimer | Shipping & Refund Policy | Security
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Send File Submission - Google Chrome
www.pricolor.com/refs/upload.php?form=color

You are currently logged in as John Smith

Customer Info

Company Name *

Contact Name *

Address *

City *

State *

Zip *

Phone *

Fax/Cel

Email Address *

Additional Instructions

Order Info

Ordered By *

Job Name *

P.O.

Rate/Time Needed *

No. of Originals

No. of Copies

Color Printing Service

We have a proof for this order

Shipping Instructions *

Large Format Color Media

Small Format Color Media

Small Format Finishing

Proof Required * Yes No

Shipping & Refund Policy | Security
The platform powered by [BaccataSoft](#)

Step 3

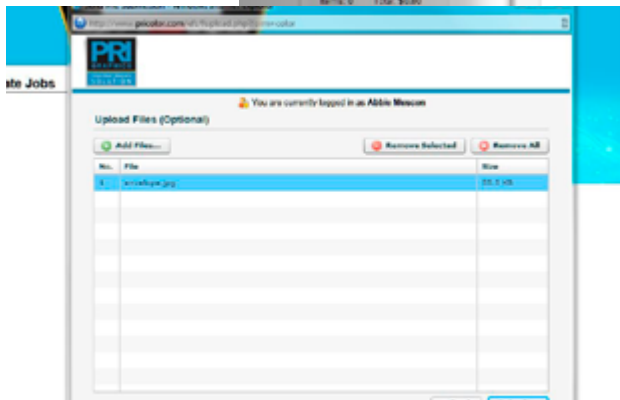
Fill out the order entry form that pops up when the "Send Us Files" link is clicked. If you don't know which option to

select, please call customer service or type a description in the comments field, along with a way to contact you should we have any questions.

Then, attach any files you would like to submit with the order. This includes artwork, instructions, quotes, confirmations, etc.

Please note:

Any special pricing should be submitted with your order at this time to ensure proper billing.



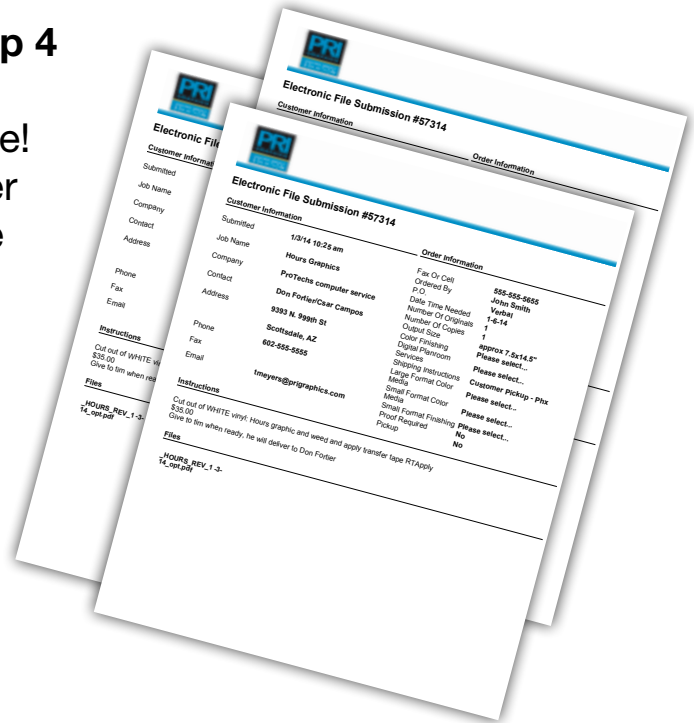
Upload Files (Optional) You are currently logged in as John Smith

No.	File	Size
1	Screenshot.jpg	25.5 KB



Step 4

Click "Submit" and you're done!
Every time you submit an order you will receive a confirmation like these, providing an order number you may reference when asking for updates or placing additional orders in the future.



And, as always, we're here to help you 8am to 5pm, Monday through Friday, so don't hesitate to give us a call!

Customer Service 602.393.3131