



# How To Order Online

There are a few different ways to order or request a quote through the PRI website. Below we will breakdown each option and the necessary steps you'll need to take to complete your request with PRI.

## Request Quote:

Once you arrive to our home page at [www.prigraphics.com](http://www.prigraphics.com), you will see at the very top header 3 colored buttons.



To request a quote, simply click on the blue button **"Request Quote"**.



You will then be brought to our "Request a Quote" Form Page under the URL: [pricolor.com/upload/quote](http://pricolor.com/upload/quote)

This is where you can enter your contact information, provide a brief summary of your project, and upload any art files.

If you are unsure on the full scope of your project and would like to speak to a sales team member, feel free to use one of the following options:

- Fill out a simple contact form on our "Contact Page" through our website.
- Utilize our Text Chat Tool located in the bottom right corner of the PRI website.
- Email us directly at [CustomerService@pri.us](mailto:CustomerService@pri.us)
- Or simply call us over the phone to chat with our customer support team at 602-393-3131 or toll-free at 1-877-409-8889.

**Learn how to Place an Order on the next page** →



# How To Order Online

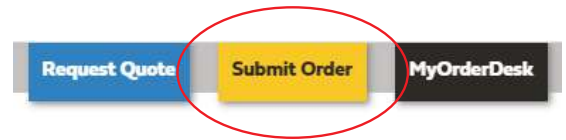
Below we will explain how to place an order with PRI through our website.

## Submit Order:

Once you arrive to our home page at [www.prigraphics.com](http://www.prigraphics.com), you will see at the very top header 3 colored buttons.



To submit an order, simply click on the gold button **“Submit Order”**.



You will then be brought to our “Send Us Files” landing page under the URL: [pricolor.com](http://pricolor.com)

This is where you will choose between 6 specific forms.

1. Large Format Flatbed Printing
2. Flexible Large Format Printing
3. Small Format Printing
4. Plan Printing
5. Custom Order
6. Request a Quote

### Send Us Files

No job is too big or too small for our team to produce, handle and deliver for you.

<p><b>Large Format Flatbed Printing</b></p> <p>Flatbed machines print directly to a variety of materials, including plastic, metal, and wood to create products such as signs, displays, POP displays, and packaging.</p> <p><a href="#">Upload Now</a></p>	<p><b>Flexible Large Format Printing</b></p> <p>Flexible printing on roll-to-roll machines uses materials such as vinyl, paper, and fabric to create products such as banners, labels, wall coverings, and vehicle graphics.</p> <p><a href="#">Upload Now</a></p>	<p><b>Small Format Printing</b></p> <p>Small format printing uses digital presses to print various materials, including paper, cardstock, and fabric, to create products such as business cards, brochures, flyers, booklets, and postcards.</p> <p><a href="#">Upload Now</a></p>
<p><b>Plan Printing</b></p> <p>Sign printing specializes in plans, specs, and archiving for the A/E/C industry with various color, finishing, and delivery options for high-quality and efficient project materials.</p> <p><a href="#">Upload Now</a></p>	<p><b>Custom Order</b></p> <p>Ideal for print jobs that require specific customization not offered in our standard options.</p> <p><a href="#">Upload Now</a></p>	<p><b>Request a Quote</b></p> <p>Needling more information before placing your print order? Submit a request for a quote today.</p> <p><a href="#">Upload Now</a></p>

Once you select the proper order form for your project, you will simply need to fill out all the information on the form, include any additional instructions, and attach your art files to fully submit your order.

Finally, when your order is fully submitted, our team will review the order in our system and contact you with any further details such as time frames, final pricing, and ask any further questions.

Again, if you are needing immediate assistance please call us at 602-393-3131 or toll-free at 1-877-409-8889.



**Learn how to login to your company portal on the next page** —>

# How To Order Online

Below we will explain how to access your company's customized print portal, powered by PRI.

## MyOrderDesk (Company Print Portals):

Once you arrive to our home page at [www.prigraphics.com](http://www.prigraphics.com), you will see at the very top header 3 colored buttons.



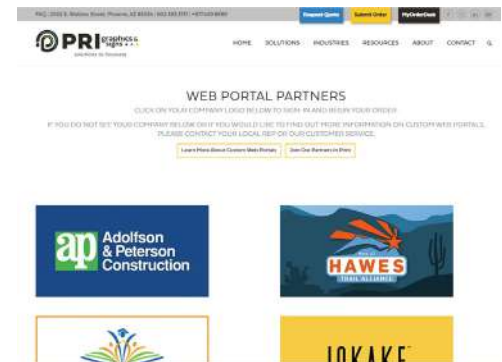
To access your company print portal, simply click on the black button **"MyOrderDesk"**.



You will then be brought to our "Web Portal Partners" landing page under the URL:

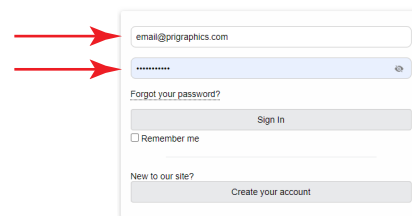
[prigraphics.com/web-portal-partners/](http://prigraphics.com/web-portal-partners/)

From here, simply scroll down until you locate your company's logo, then click on it.

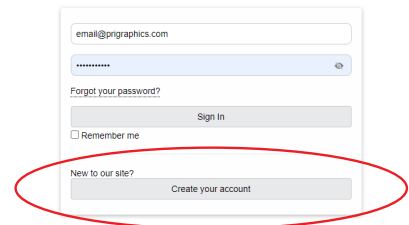


Once you click on your company logo, you will be forwarded to the login page specified for your company's print portal.

Simply enter your login information and begin ordering.



If you do not have a login and are needing to create one for yourself, please click on the "Create your account" button just underneath the login information fields.



Once your account is created, our team will be notified and you will be able to start ordering.

\*Note: All orders are to be approved by designated company "approvers" before being submitted into production.

Again, if you are needing immediate assistance please call us at 602-393-3131 or toll-free at 1-877-409-8889.