

# FIRST

## Build Your Cart



### 1 CHOOSE YOUR ITEM

(Like this lapel pin)



Check out those price breaks!

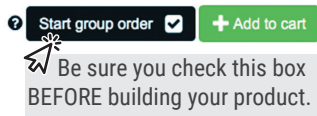
3/4" Full Color Lapel Pin

QTY	250	500	1000	2500	5000 +
Price	\$2.74	\$1.65	\$1.12	\$0.90	\$0.77

### 2 SELECT 'BUILD PRODUCT'



### 3 SELECT 'START GROUP ORDER'



### 4 BUILD YOUR PRODUCT

(Add your desired quantity, imprint options, etc.)

### 5 When done, CLICK 'ADD TO CART'



### 6 ADD MORE ITEMS TO YOUR CART.

For each new item, click 'Add to group order'



### 7 WHEN DONE, CLICK 'FINALIZE GROUP ORDER'



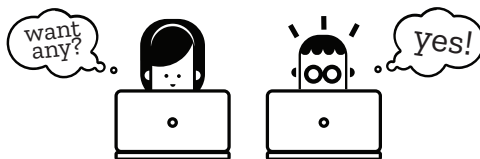
# NEXT

## Invite Others



### 8 INVITE PARTICIPANTS

Choose to send your order to all registered users, upload a CSV file, or manually enter participants' email addresses one at a time.



### 9 SET GROUP ORDER OPTIONS

Choose a participation window deadline when all orders are to be in by (a standard window of time is 5 business days.)

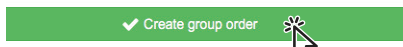
Select if you will be paying for everyone's orders, or if they will be paying for their own.

Let us know if you would like us to ship the entire order to you. Otherwise, we will ship each participant's order to them directly.

#### ADD A CUSTOM MESSAGE

Your custom message will appear at the top of the invitation email each participant receives.

### 10 CLICK 'CREATE GROUP ORDER'



# LASTLY

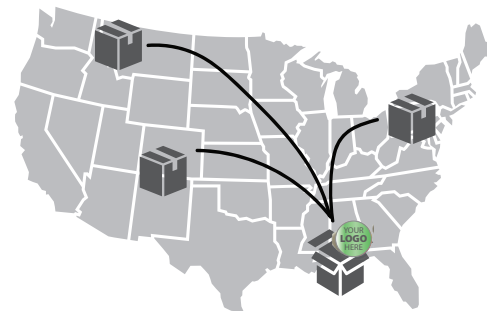
## Finalize Order



Once you approve the art proof, and all participants have had time to join, you will receive an email to review final quantities and cost. Finalizing will move your order to production!

#### SHIPPING

Unless specified otherwise, each participant's order will ship directly to their address. There will be a nominal \$5 charge added to each participant's invoice for handling.



Questions? We're here to help!

Shoot us an email

or call 330.319.7200 for assistance.