

VersaDoc

Your Gateway To Fast, Easy Business Identity Printing

If you've placed an order for business cards, letterhead or other corporate identity pieces, you know it can be much more time-consuming than you thought.

Even if you have your artwork and information ready when you place your order, you still wait a day or two for a design proof. Often, some minor text or design changes will be required, and that means another proof. If additional changes are required, the cycle continues.

We don't think simple orders should be that difficult. That's why we're offering our new VersaDoc System as an added feature to our web site.

VersaDoc lets you submit variable information via simple information forms, and view a soft proof of your fully composed business package orders instantly. This is all done from the convenience of your home or office, via your password-protected Customer Portal site. (Ask a representative for details to enroll in our free Customer Portal program.)

Benefits To You

- **Very Fast Delivery.** Once you're set up, you can instantly compose, proof and place orders from your home or office.
- **Brand control.** You quickly and easily produce personalized identity pieces for your entire organization that always meet your brand specifications.
- **Always open for business.** Use VersaDoc whenever you want. Before work, after work, 3 o'clock in the morning—whenever is most convenient for you.
- **Purchasing is simple.** VersaDoc provides a centralized ordering process that is very user friendly, even if you have multiple print buyers.
- **Printer errors are eliminated.** This system gives you complete authority to submit and proof your information. No more wondering if something will be missed before the order goes to press.

- **No software to install.** The entire system is housed on our servers. There is absolutely nothing to install, nor must you learn a complicated program.
- **Free upgrades.** Future upgrades and system enhancements are automatic and included as part of this program.
- **No transaction fees.** Use the system as much as you like.
- **Flexible Ordering.** You may submit information for as many employees as you like, with variable quantities for each. This includes business cards, letterhead, envelopes and personalized memo pads.
- **Support and training are available.** VersaDoc is incredibly easy to use, but we understand that additional assistance is sometimes necessary. As always, we are happy to help.

How It Works

Log on to your Customer Portal, select **Document Library**, and follow these simple steps:

1. Select from your list the **VersaDoc** item you wish to order.
2. Choose the desired quantity and select **Continue**.
3. Fill in the Information Form fields with the variable data you want to appear on your item and click **Preview**.
4. A proof of the composed item will appear immediately. *Check it carefully!*
5. Make any necessary corrections and click **Order This Item**.
6. Confirm your pricing and click **Add To This Order** if you wish additional items.
7. Click **Submit Order** and make note of your Message Tracking Number.

That's it! Our customer service department receives and immediately processes your order.

NOTE: When entering information for multiple employees or multiple VersaDoc items, remember that servers time out unpredictably, so it's best to submit in small batches.

We appreciate your continued business and hope you find our Web site useful. If you have any suggestions for improving our site, please call us at 919-361-5822 and ask for Alison or Moira.