## **Placing An Order**

- 1. Log in to your account.
- 2. Click the **Products** button in the menu.



3. Click on the name of the sub-category of which you wish to view products.

Business Envelopes	
Standard Business Envelopes	
Business Reply or Self Addressed	
Recycled Envelopes Peel & Stick Envelopes	
Brown Kraft Envelopes	
Flip & Seal Envelopes	

4. Click on the name of the product you wish to view. You can also view products from other sub-categories by using the menu on the left side of the page.



5. Select Adhesives, Quantity, and/or Options for the product you are purchasing, then click the **Add to Cart** button.

Product #: 1002 Size: 6 3/4 to 10 Stock: 24lb White Wove Adhesive: Regular Gum Description: Prints Black or Reflex Blue Ink. Upper left hand corner. Also available with inside tint for privacy. Available with Quick Stick - No Moisture Required. Just fold flap and it's sealed. You can get Peel & Stick closure on any of our envelopes.		acy. iisture Required.	CITY TRANSPORT, INC. 1234 BROAD ST NEW YORK NY 98765	
-	rice quotation.			
	Price: \$55.00 Regular Gum		Select Options	
Total P Adhesive:		Price		
Adhesive:	Regular Gum	Price \$55.00*		
Adhesive: ( Select	Regular Gum    Quantity		Ink: Black (+0.00)	
Adhesive: ( Select •	Regular Gum	\$55.00*	Ink: Black (+0.00)	
Adhesive:	Regular Gum    Quantity 500 1000	\$55.00* \$43.70	Ink: Black (+0.00)	

6. To continue shopping for products, click the **Continue Shopping** button. Otherwise, if you are ready to complete your order, click the **Checkout** button.

ove 55.00
love 55.00
Sub-Total: \$55.00

7. Enter any Imprints you would like on your products. Click the **Add Line to Imprint** button to add more as necessary.

Use Exac	t Wording (up to 10 lines)	)
Line 1:	Imprint 1	$\supset$
Line 2:	Imprint 2	

8. If there is artwork you would like to upload for your order, click the **Choose a File...** button and select your artwork from your computer.



9. In the Comments section, enter any comments you have regarding your order.

Comments		
nt	ter Comments Regarding Your Order:	
	Here are a few comments regarding my order. Thank you!	
	<b>—</b>	
_		

10. Click the **Continue Checkout** button to proceed.



11. If you do not currently have a shipping address, click the **Add New Shipping Address** button and follow the prompts. Otherwise, select an existing shipping address from the dropdown.

company •	Add New Shipping Address
Company:	company
First Name:	first name
Last Name:	last name
Address:	address 1
Address 2:	address 2
City:	Dunmore
State:	PA
Zip:	18512

12. Enter your credit card information into the Billing Details section. Verify that the credit card number, expiration date, and CVV are all correct.

Credit Card #:	411111111111111	
Expiration Date:	05 • 2021 •	
CVV Number:	123	

Verify that your Cart Summary information is correct and then click the Complete Order button.

oduct	Total
6 3/4 Regular - White Wove	55.00
<ul> <li>Product Options:</li> </ul>	
<ul> <li>Ink: Black</li> </ul>	
<ul> <li>Quantity: 500</li> </ul>	
<ul> <li>Price Per Thousand: \$55.00</li> </ul>	
<ul> <li>Product Number: 1002</li> </ul>	
	Sub-Total: \$55.00
	Total Shipping Cost: \$13.53
	Order Total: \$68.53
	order total. 000.00
Consellate Order	
Complete Order	

14. A new page will display a notification that your order has been approved and will list the Billing Information, Shipping Information, and any additional information about your order. You will also receive an email with the same information.

**Note:** If there are any issues with your order, please contact Northeastern Envelope Co. at 1-800-233-4285.