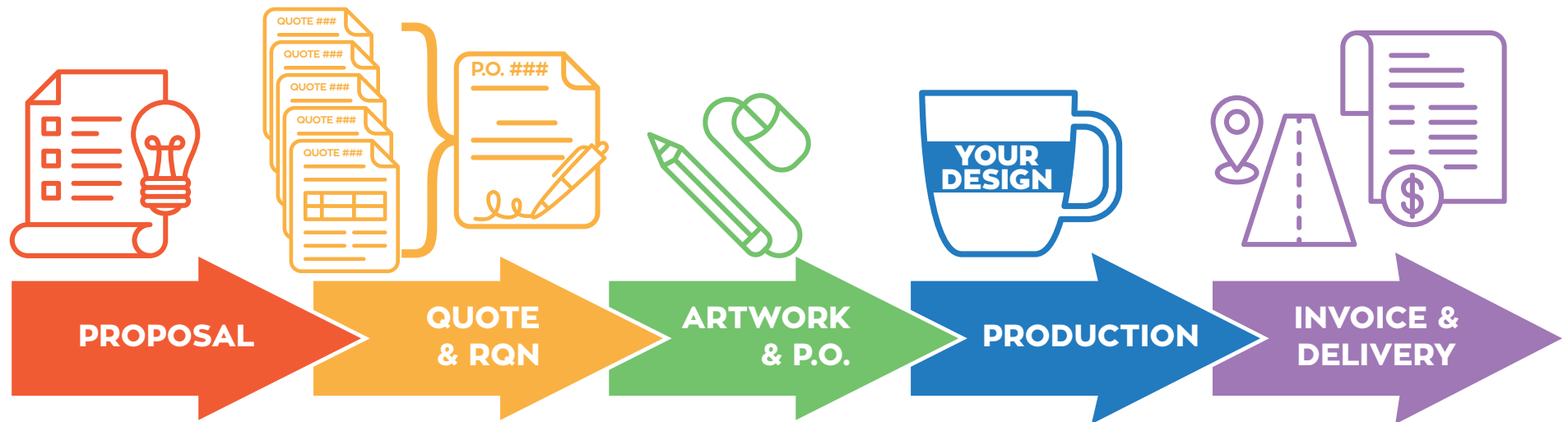


# THE NEW IMAGEN ORDER PROCESS - LOS ANGELES COUNTY



Proposals are like a mini-catalog of ideas to help you find the right product.

When you know exactly what you need (or if you're placing a re-order) we can skip this step!

Quotes finalize the pricing and details for a specific, chosen product.

Each Quote document has one product, so you may have multiple Quotes for your project.

Enter all the items in all the Quotes into just **ONE RQN**, creating ONE Purchase Order for the whole project.

Let us know the Quotes are approved and the RQN is submitted and we'll move to the next step!

We create your artwork/virtual proofs and send them to you for your approval.

This is the **FINAL APPROVAL** stage. We will move the order into production after we receive:

1. Your approval on all artwork.
2. The P.O. from Purchasing.

Our production team custom makes your products!

Our Customer Service team will keep you updated with Order Acknowledgements and any other important updates along the way.

Your customized products ship out as they are ready!

You will get an e-mail with your tracking information and/or notification for pick up.

At this point we will send the Invoice directly to Purchasing.

**YOU CAN NOW TRACK THE PROGRESS OF YOUR ORDERS ON OUR NEW WEBSITE!**  
*If you have not already set up your account, ask one of our team members to send you an invitation!*