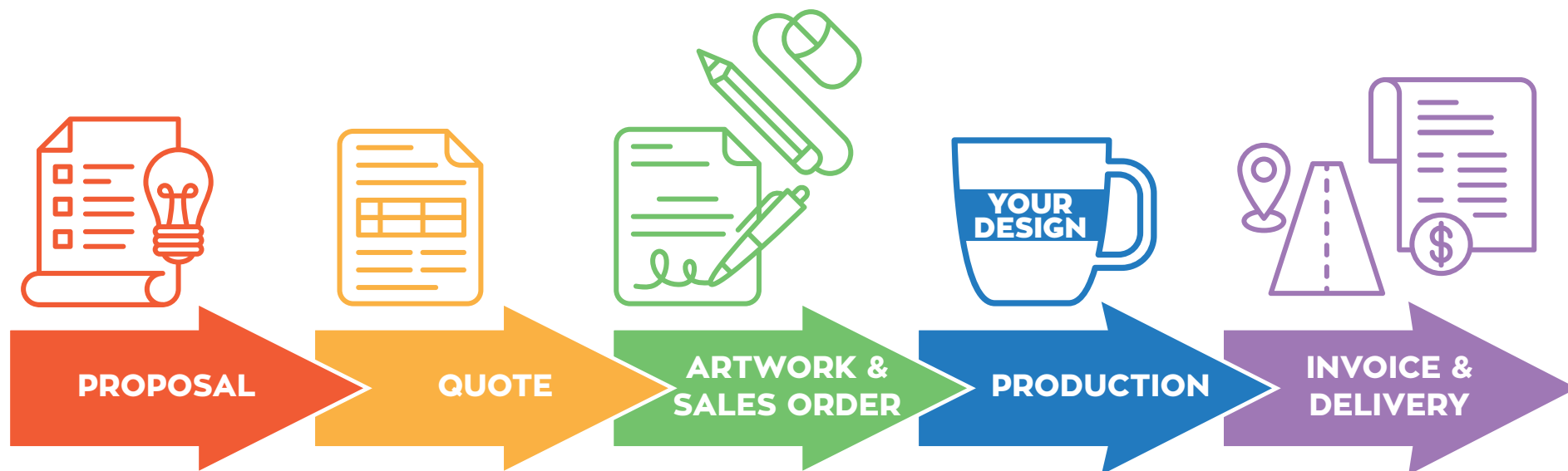


THE NEW IMAGEN ORDER PROCESS



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, if your project has multiple items, there may be multiple quotes to ensure accuracy.

Approval does not move the order into production.

NOTE: These are different than the "Quotes" that we used to send. These are more like Estimates to detail quantity and pricing. The old "Quotes" are replaced by the new "Sales Orders" (see the next step).

We create your artwork/virtual proof and send it with your finalized Sales Order.

Sales Orders show the rest of the cost details including sales tax and shipping.

This is the **FINAL APPROVAL** stage. Approval of the S.O. and Artwork moves the order into Production!

NOTE: Most re-orders will start at this stage.

Our production team custom makes your product to promote your organization!

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

Your customized product is ready and ships out to you!

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

At this point you will receive your final invoice.

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!