



# Internet Ordering

Log onto [www.graphicsciences.com](http://www.graphicsciences.com)

**-- SETUP PAGE --**

**Ordering ink online is a simple process!**

First time users fill out the information on this opening page.

Within 48 hours, you will receive an e-mail from us with your secure user name and password.

As soon as you receive your user name and password, you can begin ordering ink.

Simply enter your user name and password and click on the "logon" button to begin.

Go to Next Page...

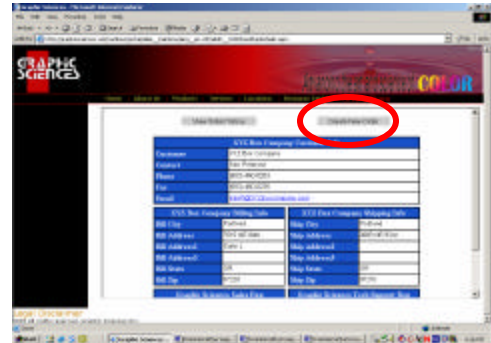


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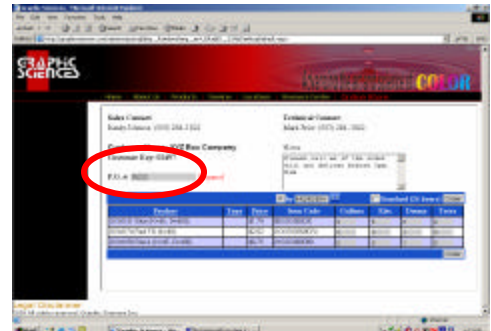
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**Step 1:** Once you've been set up with your unique user code and password, you're ready to order.

Confirm that your contact information is correct, and then click **Create New Order**.

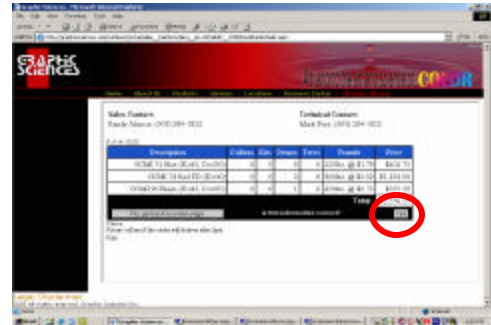


**Step 2:** This is the order page. Enter your PO#, choose your item quantities, and enter any special notes. Set your delivery date, and click **Order**.



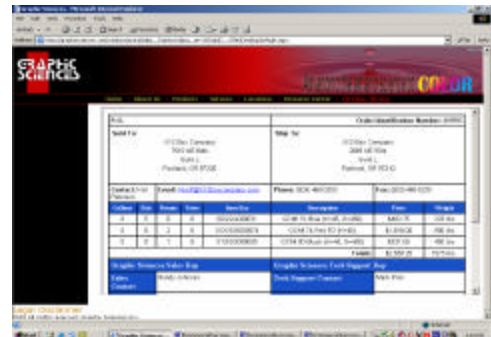
**Step 3:** On this page you simply confirm your order. If you need to modify any information, click **No** to return to the previous page.

If everything is correct, click the **Yes** button.



**Step 4:** This is the order confirmation page. It will give a detailed summary of your order. Please print this page for your records.

Packaging discounts, if any, are automatically applied to your order.



## FREQUENTLY ASKED QUESTIONS:

What if I don't see the color I want on the order list? *Type the color and quantity in the notes box.*

What if I have a question or a special color request? *Use the notes box, and ask for a call from GS.*

Can others at my company log on and order?

*Yes! They will use the same user name and password set up for your location. **PLEASE BE SURE TO GUARD YOUR USER NAME AND PASSWORD!***