GETTING STARTED

Web to Print Online Store

- Log In
- Order Selection
- Checkout
- Order History
- Example Order
ORDER SELECTION

Select
Product Details

Select Business Unit & Dept. #
ORDER SELECTION

Business Card

How Many?
1500

Type of Paper?
110# Index Uncoated

Colors & Sides (110#)?
Full Color 2 Sides

Total $60.00

File Upload

Upload Print Ready Business Card Artwork

Additional Instructions

Add to Cart

Back to Catalog  Shopping Cart

Upload Custom Artwork
### Order Summary

- **Items:** $80.26
- **Shipping:** $0.00
- **Total Before Tax:** $80.26
- **Estimated Tax:** $0.00

**Order Total:** $80.26

---

**2 Items Shipping To**

*Post Masters*

*Indianapolis, IN 46204*

**Shipping options**

- In-House Delivery $0.00

---

#### Envelopes

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes</td>
<td>1,000</td>
<td>$67.50</td>
</tr>
</tbody>
</table>

#### Details

- Quantity: 1
- How Many?: 1000
- Type of Envelope?: 3038 - #10 Single Window

---

#### Business Card

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Card</td>
<td>1,500</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Details

- Quantity: 1
- How Many?: 1500
- Type of Paper?: 110# Index Uncoated
- Colors & Sizes (110#)? "Select One"
CHECKING OUT

SELECT MONTHLY BILLING

Checkout

Please fill out the following information before completing your order.

Comments or other information about this order (optional)

ORDER SUMMARY

1 product shipping to 1 location
Items: $81.01
Shipping: $0.00
Total Before Tax: $81.01
Estimated Tax: $0.00
Order Total: $81.01

Payment Method

- Monthly Billing

Order Item Summary

(1) Item Shipping To Post Masters
Description: Envelopes
Quantity: 1000
Price: $81.01

Select Monthly Billing
ORDER CONFIRMATION

Order #47

Payment Pending

Bill To
- Post Masters
- 302 W Washington St
- Indianapolis, IN 46204

Ordered By
- Aleyah Test

Order Form Information
- Checkout acceptance
- Select "I Agree": I Agree

Print Summary

Envelopes

<table>
<thead>
<tr>
<th>QTY</th>
<th>1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$67.50</td>
</tr>
<tr>
<td>Item Number:</td>
<td>3</td>
</tr>
</tbody>
</table>
REPORT WRITER: ORDER HISTORY

Select Reporting Parameters
QUESTIONS?

You can contact:

Post Masters’ Project Manager
Marmiko DeCeita at mdeceita@awrcusa.com

Post Masters’ Print Manager
Lora Robinson at lrobinson@blueoctopusprinting.com

IDOA’s Vendor Manager at Printmailservices@idoa.in.gov