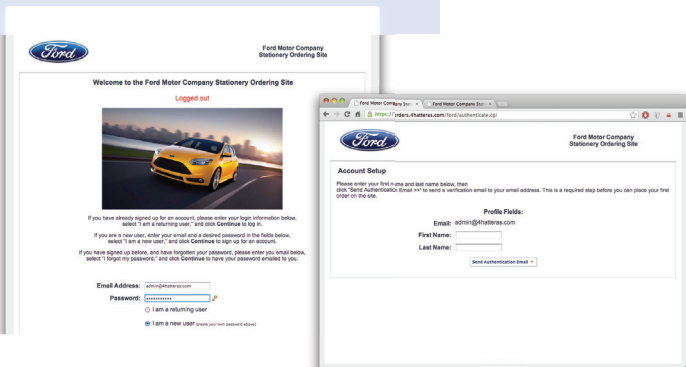


Business Card Ordering Instructions

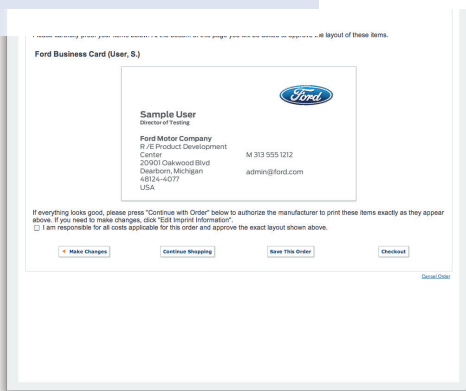
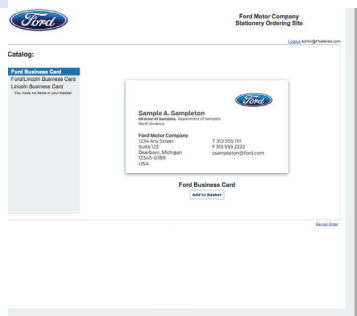
1 Sign Up For An Account

- Go to <http://orders.4hatteras.com/ford>.
- Enter your email address and a password of your choosing in the spaces provided.
- Select "I am a new user," and click "CONTINUE."
- An email will be sent to the email address you entered above. When you receive the email, click on the link within it to activate your account.
- The next time you visit the site, enter your email address and a password you chose above on the login page, select "I am a returning user," and click "CONTINUE" to log in.



2 Select & Customize Your Item

- Login and click on "BEGIN A NEW ORDER" to view the catalog page.
- Choose an item from the list by selecting the desired quantity, and clicking "+ ADD TO BASKET."
- Enter the information you would like to appear on the item in the blanks provided, and select "PROOF YOUR ITEM" to see exactly how your item will appear.
- Please review your proof carefully. What you see on the screen is exactly what your order will look like when you receive it.**
- If your item needs changes, click on "MAKE CHANGES" to go back to the previous screen.
- If your item is correct, select the check box approving the appearance of the item, and select "CONTINUE SHOPPING" to add the item to your shopping cart, so you can select more items, or select "CHECKOUT" to proceed directly to the checkout process.



3

Checkout & Place Your Order

- Click on "CHECKOUT" either at the bottom of the catalog or proof page to begin the checkout process.
- On the next page, verify the items and quantities on your order, enter your shipping information, and select "BILLING INFO" to proceed to the Billing page.
- On this page, enter your credit card billing information, and select "REVIEW ORDER" to proceed to the Review Order Page.
- Please make one final review of your order. If your order is correct, please click "SEND ORDER."
- You will see a summary of your order, along with an order tracking number. Please print this page, as you will need our tracking number should you need to enquire about your order.

Credit Card Number: *

Type: Use

Expires: * / Month/Year

First: Sample

Last: User

Billing Address: *

City, State: >

Zip:

Cardholder Phone: *

Cardholder E-mail: *

Please click this button only once.

Note: Credit card processing is in TEST MODE. Even if your transaction goes through real

The optional approval step is useful if you are ordering on behalf of another person. Press below, an email will be sent to the user allowing them to review, edit, and approve their items & order being placed.

Approver Email: (optional)

Ship To:

Attn: Sample User

Street 1: 1234 Product Development Center

Street 2: 20901 Oakwood Blvd

City, State: (Southern) (MD)

Zip: 48124-4877

Please click the above button only once. Please be patient.

Frequently Asked Questions

Help! I forgot my password!

On the login page, enter your email address, and check "I forgot my password," and click "CONTINUE." Your password will be emailed to you.

Can I reorder an item I ordered before?

You can look up previous orders and order them again by selecting the "REORDER" button on the welcome page, or by selecting the "Lookup Orders" link at the upper right hand corner of the page.

How long will it take to get my order?

Our standard turn around time is 5 to 7 business days. You will receive an email when your order is shipped.

Help! My information won't all fit on the item or won't go where I'm trying to put it.

The programming on the site is carefully designed to conform to Ford Corporate Specifications. There will be some instances where your request may not fit the standard. However, if you think it conforms and you are not able to fit some information please email the information to us at cservices@4hatteras.com. We will manually generate a proof and email it back to you.

I don't want to type my contact information in over and over. Is there a way to store my address and phone numbers and automatically place them on my items?

You can enter your personal information by selecting "VIEW PROFILE" link on the welcome page, or in the upper right hand corner of the page. This will take you to a page where you can review and edit your contact information. This information will automatically be placed on your items.

Help! My question was not answered here?

Please contact Hatteras Customer Service at 313-624-3300 or at cservice@4hatteras.com. Business hours are from 8:30 am to 5:00 pm EST, Monday through Friday.

YEAH, WE CAN DO IT.

**COLOR COPIES • BLACK AND WHITE COPIES
ENLARGEMENTS • SIGNS AND POSTERS
INVITATIONS • NEWSLETTERS • BROCHURES
CATALOGS • BOOKLETS • POSTERS • LOGOS
SALES FLYERS • FORMS • BANNERS • BINDERY
PHOTOGRAPH RETOUCHING • LAMINATION
DIGITAL PRINTING • OFFSET PRINTING
WEB SITE DESIGN • CREATIVE DESIGN
BINDERS/FOLDERS**



**Your On-Site, Preferred Supplier
for Digital Printing**

Hatteras Printing Locations

➤ World Headquarters

WHQ – Suite 011-E5 (lower mezzanine)
(313) 322 0200 (Desk)

➤ Hatteras Printing Headquarters

13200 N Haggerty Road
Plymouth, MI 48170
(313) 624 3300
www.4hatteras.com

Billing Options

Blanket PO • CCAPS • CPARS • Credit Card

Who is Hatteras Printing?

Hatteras Printing has been a Tier One supplier to Ford Motor Company for over 10 years. We are certified by the WBE National Council as a woman owned business. We are currently the preferred digital print supplier to Ford Motor Company.

