

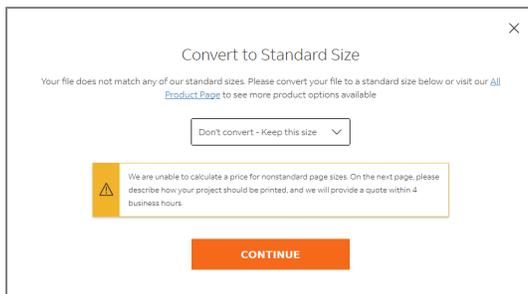
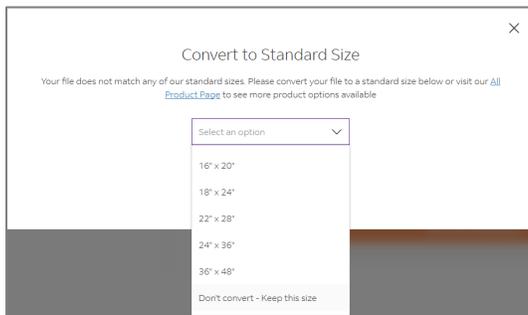
This quick reference provides an overview of the ordering process for printing a custom size poster for your event. First, go to the ordering website that has been provided for your event, then follow these steps to place an order.

Create a project

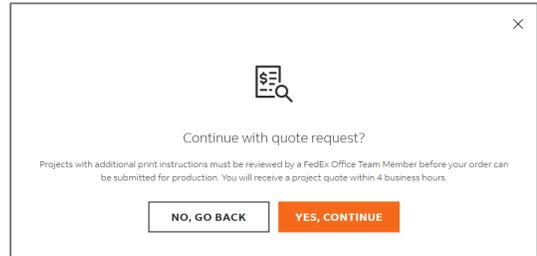
1. Choose **Browse Print Products** to start your order.
2. Select **Poster Prints** option.



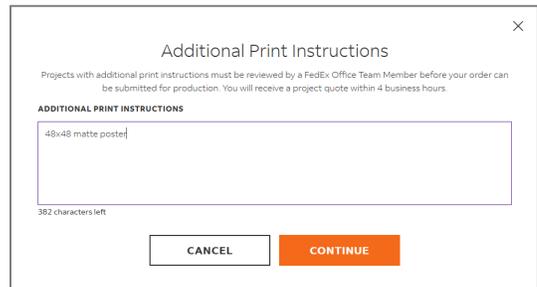
3. Select **Browse Files** or drag-and-drop to upload your poster file for printing.
4. Select the **Don't convert – Keep this size** option to maintain your file's output dimensions.



5. Select **Continue**.
6. Your custom poster size will require a quote to take advantage of special event pricing. Select **Yes, Continue**.

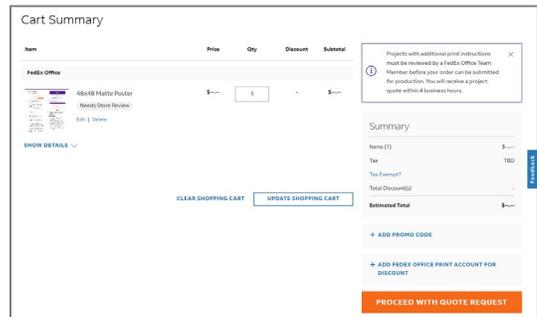


7. Use the **Print Instructions** field to enter the specifications for your event poster. **Enter the conference name, poster size, and paper type you would like it printed on. (Paper types: Matte, Matte with lamination, or gloss)**



Cart Summary

1. Update the quantity for any items in Cart and select **Update Shopping Cart**.



2. Select **Proceed with Quote Request**.

Review

1. Your quote request will be routed to a designated FedEx Office location to be reviewed and priced in accordance with your event pricing.
2. Make sure your contact information is correct or make any necessary revisions, then select **Submit Quote Request**.

3. A quote request confirmation page will provide your quote number, a status tracker, and next steps. You will receive an email when your quote is ready for review.

Quote review and approval

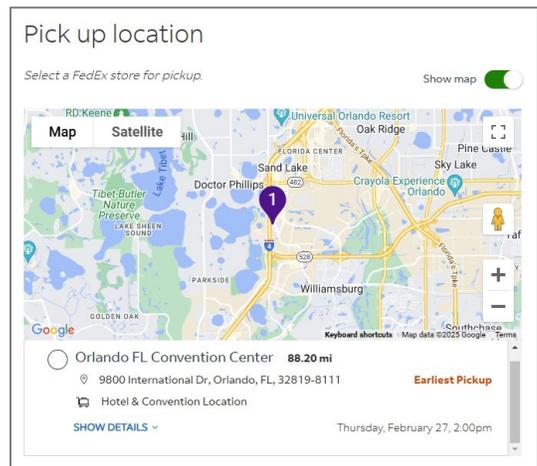
1. Once your quote request has been reviewed and a quote has been prepared by a FedEx Office team member, you will receive an email prompting you to review and approve.
2. Click the link in the email, or log in to your site and go to **My Quotes** (under My Profile).

Quote Number	Created	Expiration	Status	Total	Action
859730000001119	1/27/2022	1/29/2022	SET TO EXPIRE	\$201.43	Review
859730000001119	1/27/2022	1/29/2022	READY FOR REVIEW	\$176.43	Review
859730000001119	1/27/2022	1/29/2022	CHANGE REQUESTED	\$---	View
859730000001119	1/27/2022	1/29/2022	STATUS REVIEW	\$---	View
859730000001119	1/27/2022	1/29/2022	STATUS REVIEW	\$---	View

3. Select **Review** for the quote you would like to review.
4. You can **Preview**, **Request Change**, or **Delete** the quoted item. Requesting a change to an item will initiate a new quote and require additional lead time.
5. Select **Approve** to add your quoted items to Cart.

Submit order

1. Your ordering site will be pre-configured with the production location that is hosting your event. Select the location to continue.



2. Select **Continue to Payment**.
3. Enter your payment information and select **Review Order**.
4. Review your order details to ensure everything is correct and select **Submit Order**.