

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.

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Your file does not match any of our s Produ	tandard sizes. Please convert your file to <u>ct Page</u> to see more product options av	o a standard size below or visit our <u>All</u> railable
	Select an option	
	16"×20"	
	18"×24"	
	22" × 28"	
	24°×36°	
	36" × 48"	
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	CONTINUE	

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

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	a l	
	Continue with quote request?	
Projects with additiona be subm	print instructions must be reviewed by a FedEx Office Team Member before your order can itted for production. You will receive a project quote within 4 business hours.	
	NO, GO BACK 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)**

	Additional Print Instructions	
Projects with additiona be subn	print instructions must be reviewed by a FedEx Office Team Member before your o itted for production. You will receive a project quote within 4 business hours.	order c
ADDITIONAL PRINT INS	TRUCTIONS	
/ Uv/UV matte poster		
48x48 matte poster		
48x48 matte poster		
48x48 matte poster		

Cart Summary

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

tem	Price	Qty	Discount	Subtotal	Projects with additional print instructions must be reviewed by a FedEx Office Team	
FedEx Office					Member before your order ca for production. You will receil member within d business hour	n be submitted we a project
Needs Store Review	~ [1				
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2. Select Proceed with Quote Request.

Poster Submission Quick Reference

for FedEx Office Print On Demand

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**.

Review				
		Projects with additional print	instructions >	
Cart Summary > Review Quote Request		must be reversed by a Fodex Office learn f Member before your order can be submitted for production. You will receive a project quote with the back of the second sec		
Recommended sto	vre(s)	within 4 business hours.		
FEDEX OFFICE PRINT & SHIP		0		
9800 International Dr, Orlan	do, FL 32819	Quote Summary		
		1 item in cart	^	
Contact Information		FedEx Office (1 item)		
WHO SHOULD WE CONTACT WITH O	SUESTIONS REGARDING THIS REQUESTED QUOTE?	48x48 Matte Poster	S	
FIRST NAME	LAST NAME	Qty: 1		
John	Jones			
PHONE NUMBER	EVT	Items (1)	S	
(888) 555-5785		Total Discount(s)		
		Tax	TBC	
EMAIL ADDRESS		Tax Exempt?		
john.jones@acme.com		Estimated Total	\$	
	FOURET			
SUBMIT QUOTER	EQUEST			

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

- 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).

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- 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**.