

STEP 5

Fax the order form to **616.296.0230**.
Thank you for your order!

NOTE: Your order is now complete. If you have any problems or questions, please call **800.962.3119** and someone will be happy to help you M-F 8am-5pm EST.

Place order via the website:

www.platinumsignage.com

STEP 1

Click on the “Place Order Here” button on the Home Page. This will take you to the first step for placing your order. On this page (Fig 1.2) please **enter your:** Account Name, Company (name of the company where you want your order to ship), the Ship to Address, Phone Number, and E-mail Address. If you would like to receive a shipping confirmation, please enter your e-mail address in the appropriate box. Any special shipping or graphic instructions can be noted on this page also. When you have entered all necessary information on this page, click on the **Continue Button** to go to the next page of placing your order.

The screenshot shows an online order form with the following sections:

- Order Information:** Order Number: PG0208-746, Date Placed: Jan 30, 2009, Placed By: Michelle Peranteau, Place By Email: mperanteau@eggglobal.com, Account Executive: P.O. #:
- Copy Bill To Information:** Bill to: Company: Platinum Guild, Contact: Michelle Peranteau, Address: 500 Fifth Avenue, 5120, City, State: New York, NY, Zip: 10110, Country: U.S., Phone #: 212-404-1603, Payment Method: Due on Receipt, Credit Card Info: Order Type: Shipping Carrier: FedEx, Shipping Method: Ground, Menu #:
- Ship to:** Account Name: Pearman's, Store Number: Company: Pearman's, Contact: John Hankley, Address: 46 West Michigan Ave., City, State: Battle Creek, MI, Zip: 49017, Country: USA, Phone #: 269-963-1529
- Shipping Confirmation:** Email 1: mperanteau@eggglobal.com, Email 2: jhankley@pearman.com
- Buttons:** Continue

Fig 1.2

STEP 2

Once on this page (Fig 1.3), please take a moment to **review your store information** to see if it is correct. If changes need to be made, please click on the “Edit Section” link in the upper left hand corner. This will take you back to the previous page to make your changes.

When all information looks correct click on the **Add Product #1 Button** at the bottom.

The screenshot shows an order review page with the following sections:

- Edit Section** (link)
- The Duratran Co.** (A Division of New Rules Marketing, Inc., 203 South Cutler, Spring Lake, MI 49456, 800-962-3119, www.duratran.com)
- Sales Order# PG0208-746** (Order Placed: 01/30/2009, Shipped On: None, Tracking #: None, PO Number: None)
- Sold To:** Platinum Guild, Michelle Peranteau, 500 Fifth Avenue, 5120, New York, NY 10110, U.S., 212-404-1603
- Ship To:** Pearman's, John Hankley, 46 West Michigan Ave., None, Battle Creek, MI 49017, USA, 269-963-1529
- Payment Method:** Due on Receipt, Credit Card Info: None
- Account Information:** Account Name: Pearman's, Account Profile, Account Number: None, Store Number: None, Ship Via: FedEx Ground, Manufacturer Number: None
- Order Notes:** None, Graphic Notes: None
- Buttons:** Add Product #1

Fig 1.3

STEP 3

For Duratrans, C-Print Posters and Vinyl Banners, select the **“Print”** option. (Fig 2.1)
Enter your Size and Media option (Fig 2.2)
and press Continue. (Fig 2.3)

For Gotcha, Euro Frames, Kurve Counter Signs or Slim Edge Light Pads, select the **“Hardware + Print”** option. If you have chosen this option, you will be asked to select your Hardware (Fig 2.2) before your Print information. (Fig 2.3)

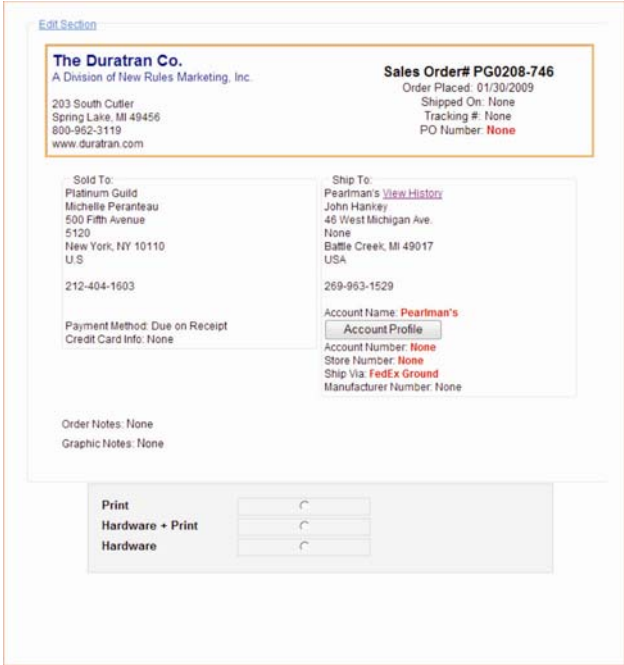


Fig 2.1

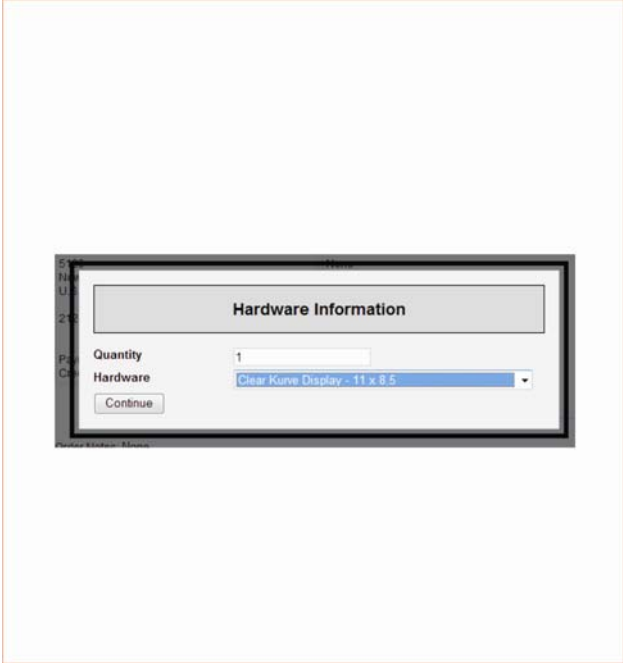


Fig 2.2

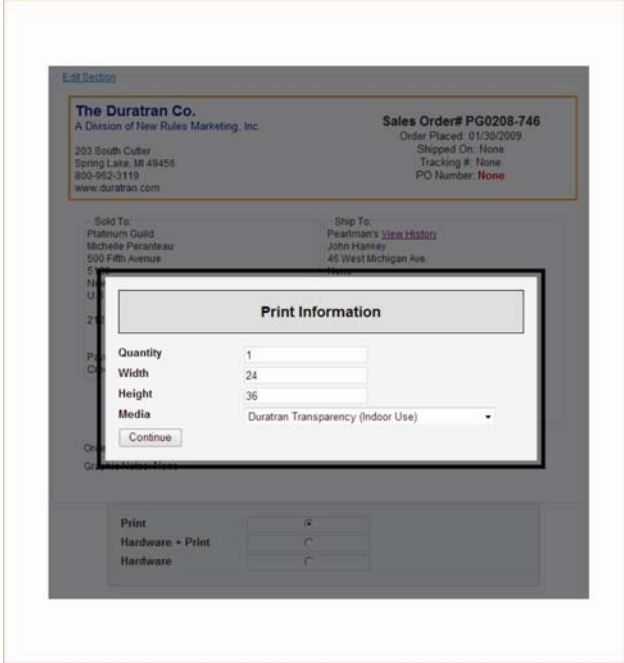


Fig 2.3

STEP 4

Select the Manufacturer Specific Graphic from the scrollable bar on the right. Once the graphic is selected and any special notes have been made, click on the **Accept Graphic Button** to add your order. (Fig 3.1)



Fig 3.1

STEP 5

If your order is complete, click on the **Continue to Review Order Button**. (Fig 3.2)

If you would like to add another graphic, click on the **Add Graphic #2 Button** and repeat Steps #3 and #4 until your order is complete.

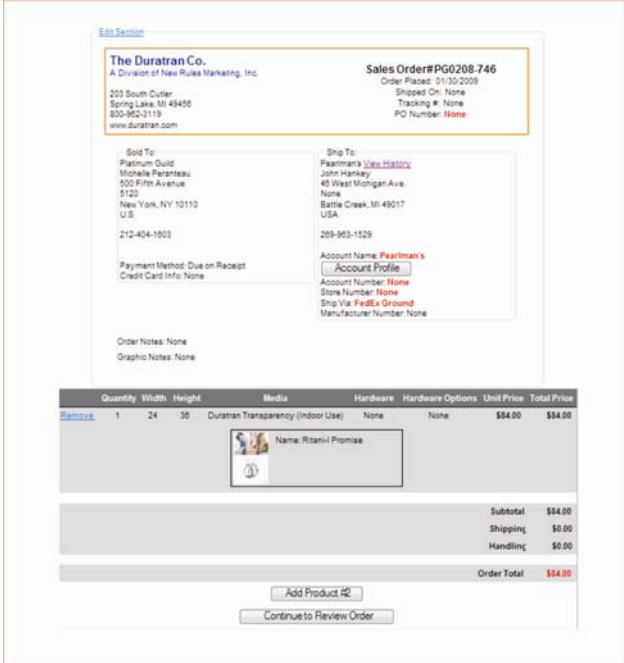


Fig 3.2

STEP 6

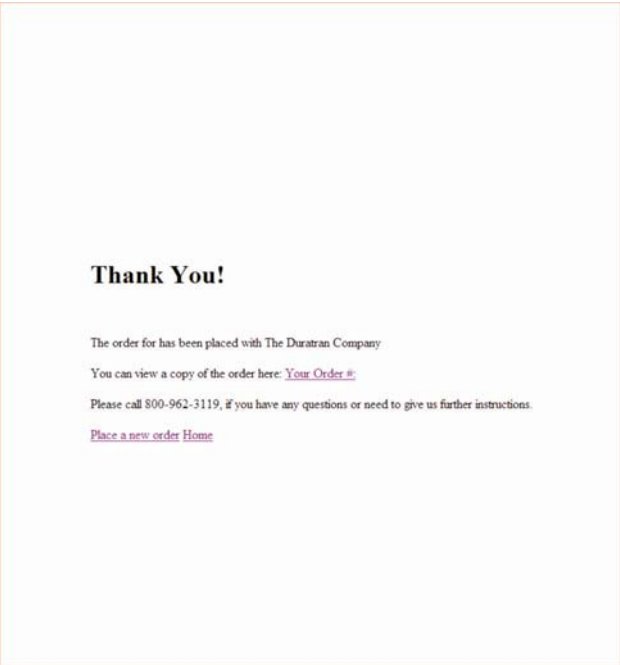
Once your order is complete and everything is ready to submit, click on the **Send to PGI Button** to complete your order. (Fig 4.1)



Fig 4.1

STEP 6

If you would like to **Print or Email a copy** of your order to someone you can do so by going back to your order. Just click on the **“Your Order #”** link on this page. (Fig 4.2)



STEP 7

Once you click on the **Email Order Button**, a pop up box will appear where you can enter the email address where you would like the email copy to go. (Fig 5.1)

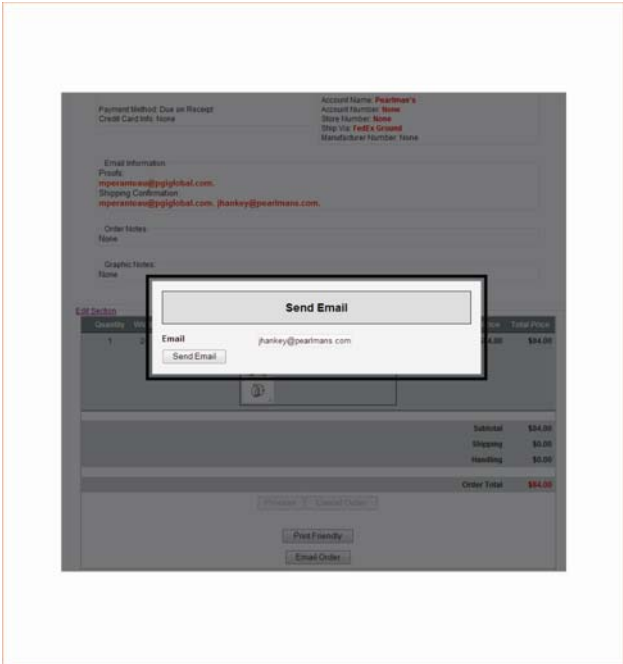


Fig 5.1

NOTE:

Your order is now complete. If you have any problems or questions, please call **800.962.3119** and someone will be happy to help you M-F 8am-5pm EST.