

# Customer Portal Demo

## Your Gateway To Round-The-Clock Service

Request an estimate using our  
Customer Portal Demo and  
**SAVE 10%**

### An Easier Way to Manage Your Printing

We can set up your personal password-protected "Web site within our Web site" to assist you in doing business with us. This special server is designed to be user friendly and to save you time. To check out how it works, visit our demo web site.

### Demo a Customer Portal, it's Easy:

- Simply go to our Web site at [www.prtgplus.com](http://www.prtgplus.com)
- Click on the "Customer Login" button located on the front page.
- Enter this username and password:

**Username:** printingplus

**Password:** demo

You will enter the PrintingPlus demo Customer Portal. On the front page you'll find a customized special greeting and links to several useful tools.

- Document Library
- VersaDoc System
- Request an Estimate
- Place an Order
- Send a File
- View a Proof
- On-line Payment and more

Explore the site, feel free to place an order, send us a file or request an estimate.

### Document Library

The document Library is a collection of frequently ordered documents we've uploaded. From here you would be able to view the items we print frequently for you and place reorders by simply entering a quantity. We can also track inventory that we keep in stock for you in our store.

### VersaDoc System

This feature is especially designed for companies that purchase items such as business cards with the same basic layout but with variable name and address information. From your Document Library you'll be able to enter the variable data, proof the document instantly and place your order with us – all in a matter of minutes.

### Request An Estimate

If you have a new job you'd like us to price, go to the Request An Estimate section of demo Portal. All you have to do is enter the job specifications, submit the request and we'll respond in a timely manner.

### Place A New Order

The quickest way to reorder. You just need to enter your reorder number (we provide one with each job we print) or estimate number and you can attach a file if needed. We'll acknowledge receipt of the order, produce the job and deliver it to your door or prepare it for pickup.

***PrintingPlus***  
*More than just ink on paper*

425-778-1108 phone • 425-778-1109 fax • E-mail [info@prtplus.com](mailto:info@prtplus.com) • [www.prtplus.com](http://www.prtplus.com)  
22410 70th Ave West Suite 12 • Mountlake Terrace, WA 98047

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## Send A File

The Send A File feature is possibly one of our biggest time-saving features. From here, you can send us a file and we'll be on the other end ready to handle the job. While e-mail is convenient, sometimes files can transfer incorrectly. Our system, using Web site technology, ensures your files get to us error free. As your files are uploaded to our site, the system compresses them automatically. But to ensure absolute file integrity, we recommend that you compress your large files prior to sending them. For more information on file compression, visit our Send A File section or Software Downloads area in Resources and Support area.

NOTE: There is a file size limit of 100 MB.

## View A Proof

No more leaving your office or waiting for a delivery driver. Now when you have a proof ready, you'll receive an e-mail notifying you to check your proof area. Simply approve it online or print out the proof, mark any changes if needed and fax it to 425-778-1109. We'll get the job right back into production so there's no delay in your delivery time.

## Online Payment

Have an outstanding invoice you'd like to pay without using a stamp? You can pay with your credit card through our secure server. Simply enter the amount you would like to pay, the invoice number(s) you're wanting to pay. Enter your credit card information and we will process your payment.

## Things You May Need to Know

### Viewing Your Proofs and Past Documents

In order to work with our Web site, we recommend you download Adobe Acrobat Reader so you can easily view proofs and past documents. This is a free software program that you most likely have on your computer already. If you find that you're having difficulty in viewing your documents, you can download Acrobat Reader at [www.adobe.com/acrobat](http://www.adobe.com/acrobat) or give us a call and we will assist you.

### E-mail Notifications

Many of the e-mail notifications that are sent via the website are generated automatically. Some servers will view these e-mails as spam and they will be blocked. Please let us know if your servers will block these e-mails we will send your responses directly.

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