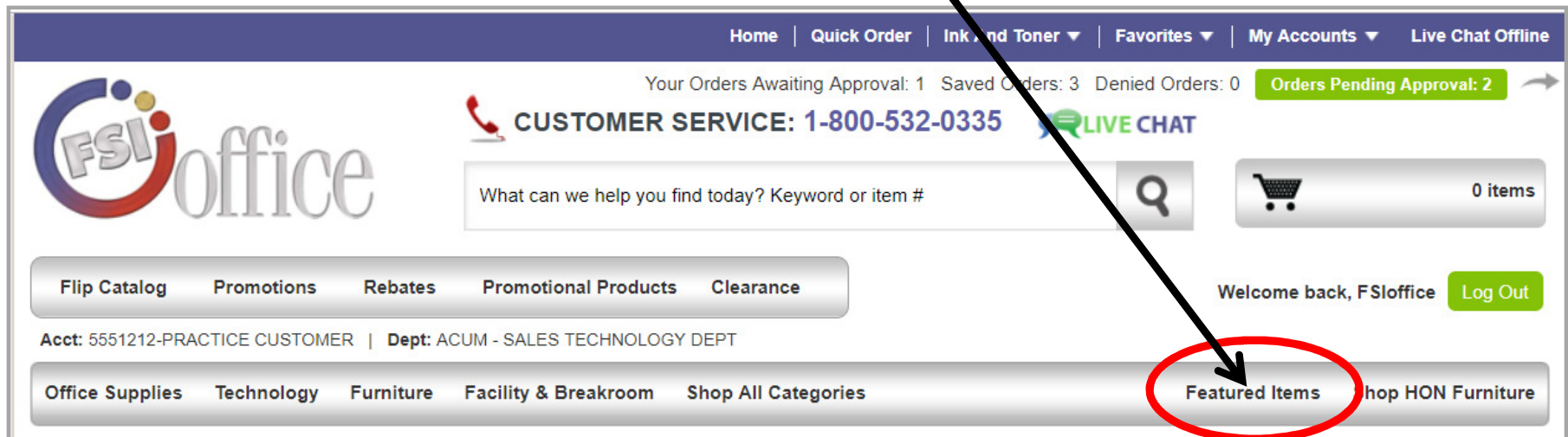
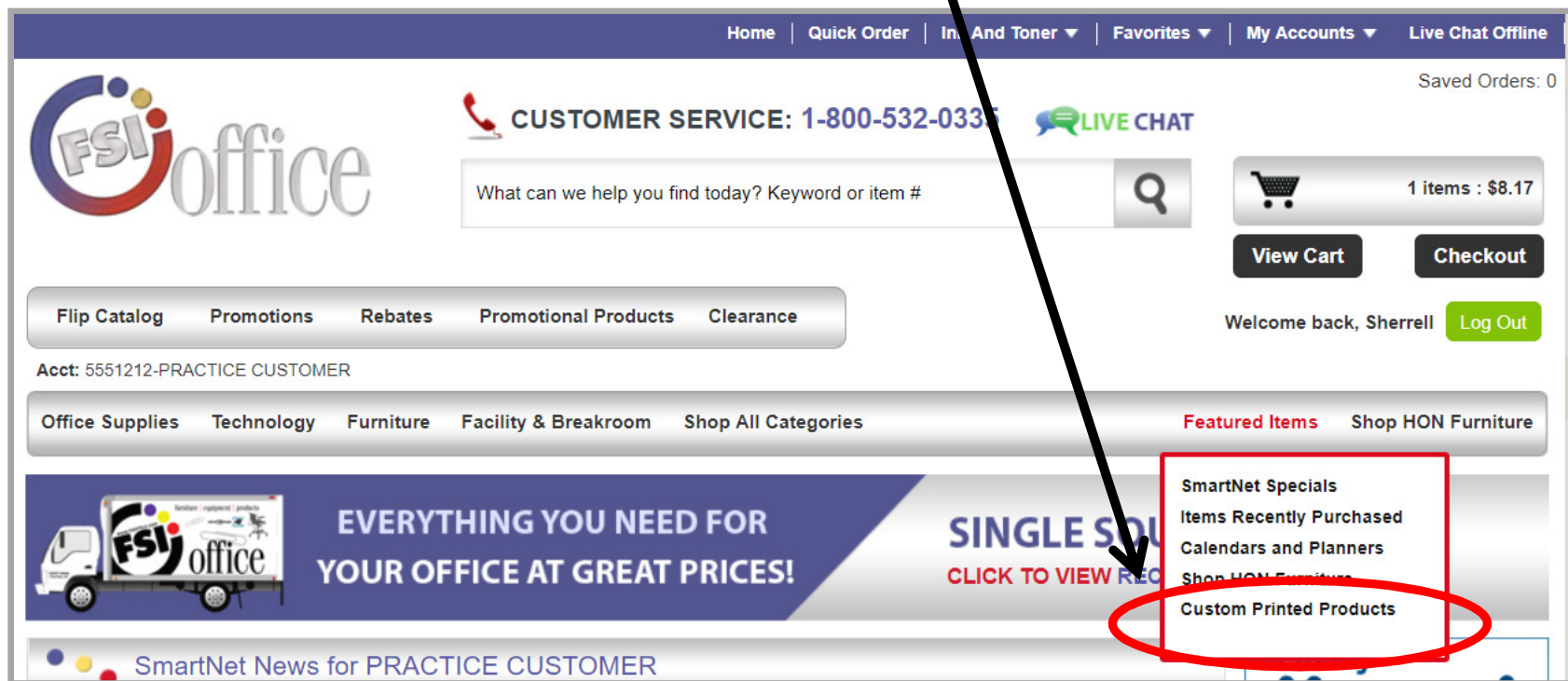


Login as you normally would and move your mouse to the  
“**Featured Items**” section on the FSloffice home page.



Click on **“Custom Printed Products”**



The screenshot shows the FSI Office website interface. At the top, there is a navigation bar with links: Home, Quick Order, Ink And Toner, Favorites, My Accounts, and Live Chat Offline. Below this, the FSI Office logo is on the left, and customer service information (1-800-532-0335) and a LIVE CHAT button are in the center. A search bar is present with the placeholder text "What can we help you find today? Keyword or item #". To the right, a shopping cart icon shows "1 items : \$8.17", with buttons for "View Cart" and "Checkout". Below the search bar, a horizontal menu includes "Flip Catalog", "Promotions", "Rebates", "Promotional Products", and "Clearance". A user greeting "Welcome back, Sherrell" with a "Log Out" button is also visible. A large banner at the bottom left reads "EVERYTHING YOU NEED FOR YOUR OFFICE AT GREAT PRICES!". On the right side, a dropdown menu is open, listing "SmartNet Specials", "Items Recently Purchased", "Calendars and Planners", "Shop HON Furniture", and "Custom Printed Products". The "Custom Printed Products" option is circled in red. A black arrow points from the text above to this option. The footer contains "SmartNet News for PRACTICE CUSTOMER".

Home | Quick Order | Ink And Toner | Favorites | My Accounts | Live Chat Offline

FSIoffice

CUSTOMER SERVICE: 1-800-532-0335 LIVE CHAT

What can we help you find today? Keyword or item #

1 items : \$8.17

View Cart Checkout

Welcome back, Sherrell Log Out

Flip Catalog Promotions Rebates Promotional Products Clearance

Acct: 5551212-PRACTICE CUSTOMER

Office Supplies Technology Furniture Facility & Breakroom Shop All Categories

Featured Items Shop HON Furniture

EVERYTHING YOU NEED FOR YOUR OFFICE AT GREAT PRICES!

SINGLE SOURCE

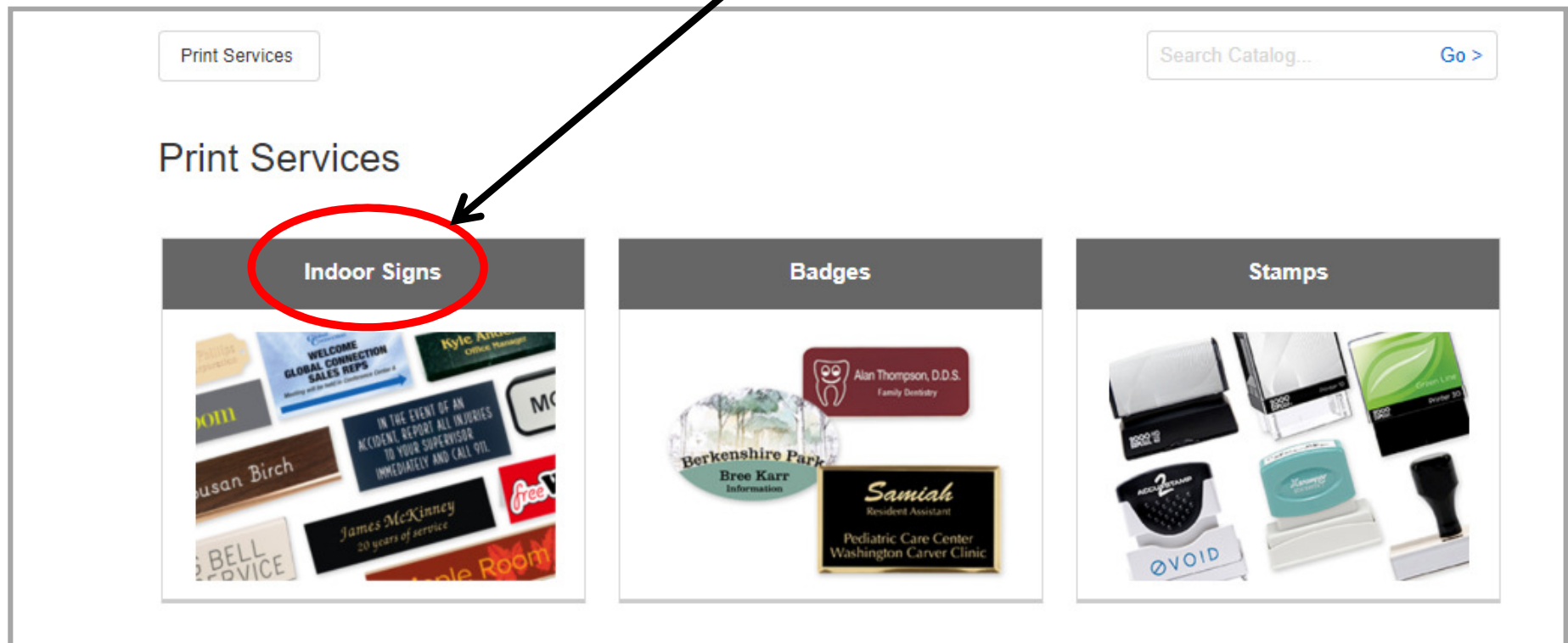
CLICK TO VIEW RECORD

- SmartNet Specials
- Items Recently Purchased
- Calendars and Planners
- Shop HON Furniture
- Custom Printed Products

SmartNet News for PRACTICE CUSTOMER

Then you will be brought to the ordering page. This page is broken into categories. Click on the category you want to order first.

## Creating an Indoor Sign



Choose the type of sign you wish to create  
by clicking on the title.

Or search for an item by  
number

The screenshot shows a web interface for indoor signs. At the top left, there is a breadcrumb trail: [Print Services](#) / [Indoor Signs](#). Below this, the heading "Indoor Signs" is displayed. On the right side, there is a search bar with the placeholder text "Search Catalog..." and a "Go >" button. A red oval highlights the search bar, and an arrow points to it from the text "Or search for an item by number". Below the heading, there are three main categories of signs, each with a title bar and a representative image. The first category, "Desk Signs", is highlighted with a red oval, and an arrow points to it from the text "Choose the type of sign you wish to create by clicking on the title.". The "Desk Signs" image shows various nameplates, including one for "Melissa Davis Technician" and another for "Susan Birch". The second category, "Engraved Signs", shows signs like "BRAD NORTON", "EMPLOYEES ONLY", and "RESTROOM". The third category, "Full Color Indoor Signs", shows signs like "WELCOME GLOBAL CONNECTION SALES REPS", "We are Open", and "OFFICE SPACE AVAILABLE 467-555-0172".

[Print Services](#) / [Indoor Signs](#)

Indoor Signs

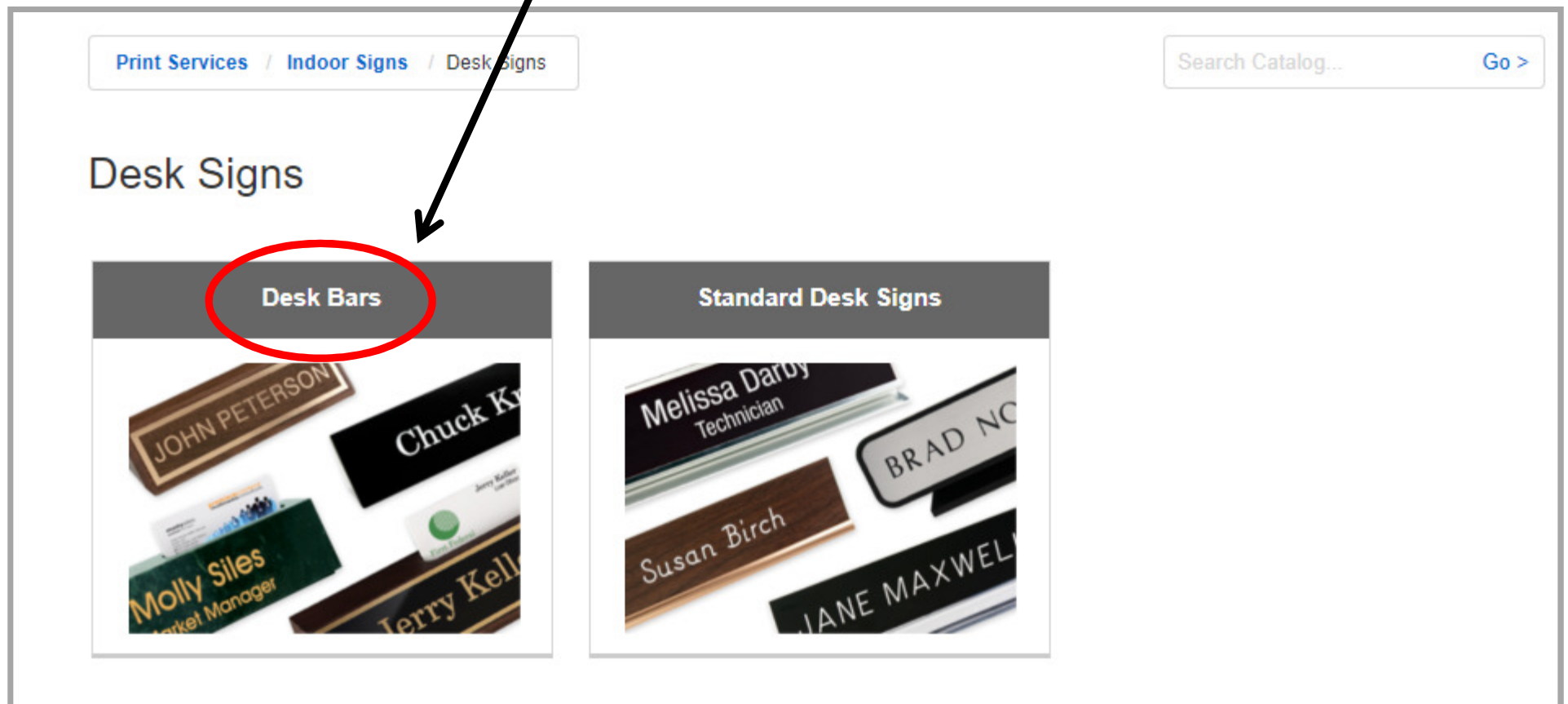
[Search Catalog...](#) [Go >](#)

**Desk Signs**

**Engraved Signs**

**Full Color Indoor Signs**

Narrow down your search by clicking on the type of desk sign you would like to order.



By clicking  
“details” you  
can see an  
extended  
description of  
the item


**\*\*Be sure to  
choose your  
quantity**

Then click  
“Create” to  
begin making  
your sign

Print Services / Indoor Signs / Desk Signs / Desk Bars

Search Catalog... Go >

### Desk Bars




Laser Engraved Black Marble Desk Bar,  
2-3/8" x 8"

[Details](#)

Qty:

Create




Laser Engraved Gold Inlay Letters and  
Border on Walnut Desk Bar, 1 3/4" x 10  
1/2"

[Details](#)

Qty:

Create




Laser Engraved Gold Inlay Letters and  
Border on Walnut Desk Bar, 1 3/4" x 8  
1/2"

[Details](#)

Qty:


Create



Laser Engraved Green Marble Desk Bar  
with Business Card Slot, 2 3/8" x 8"

[Details](#)


Qty:



Laser Engraved Green Marble Desk Bar,  
2-3/8" x 8"

[Details](#)

Qty:



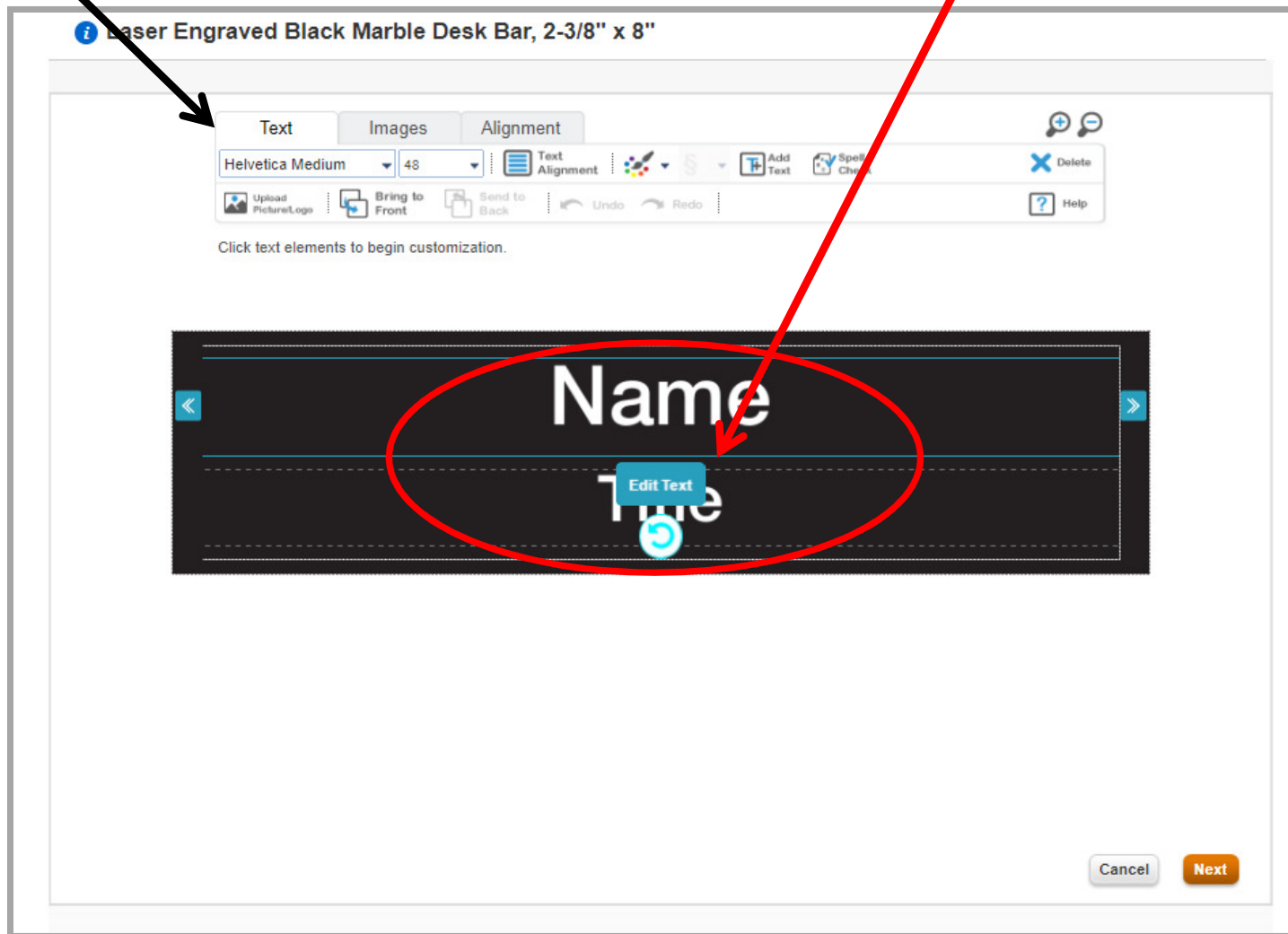
Walnut Desk Block with Engraved Sign,  
2" x 10"

[Details](#)

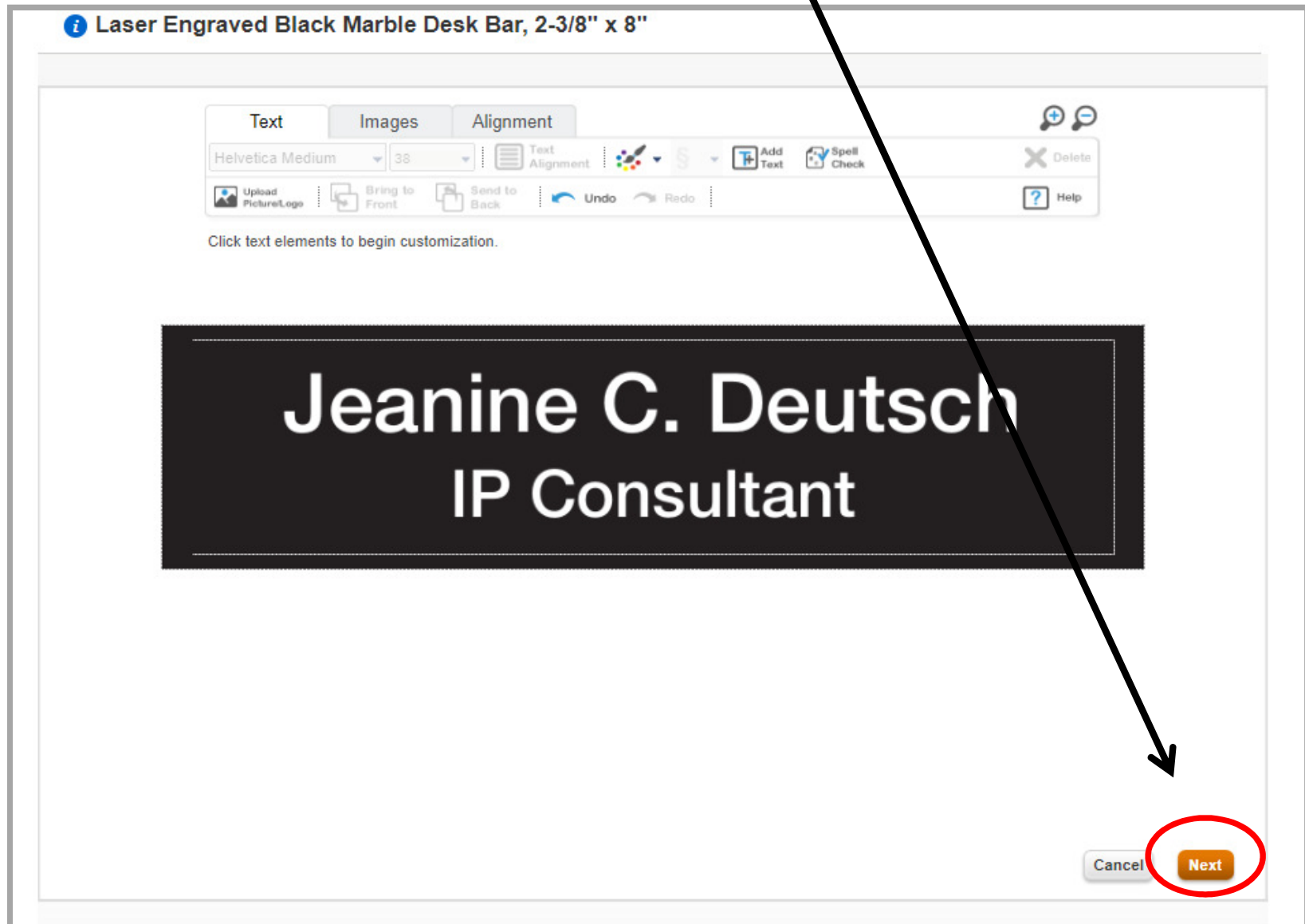
Qty:



**Choose your font, point size, text alignment and any other important information before editing your name plate. Then edit your text by double clicking in the text box or clicking on “Edit Text”.**



**When finished, click the “next” button to finish your sign**





Click on “I accept & approve my artwork”  
before clicking the “Approve” button

**Laser Engraved Black Marble Desk Bar, 2-3/8" x 8"**

Text Images Alignment

Helvetica Medium 38

Test Alignment Add Text Spell Check

Upload Pictures/Logo Send to Back Undo Redo

Click text elements to begin customization.

**Print Confirmation** Close

Front Edit Front

**Jeanine C. Deutsch**  
IP Consultant

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

I certify that I am authorized to utilize any design/art/photograph(s) being supplied to the supplier/vendor for the purposes of fulfilling this order. Further, I will indemnify, hold harmless and agree to defend the supplier/vendor, its employees, officers, directors and subsidiaries from any suit, claim or demand arising from the reproduction or use of the material supplied by me.

I further confirm that I have read and agree to comply with the site [Terms of Use](#).

E-mail Proof

[View PDF Proof](#)

[Return to design](#)

☐ I accept & approve my artwork.

**Approve**

Cancel Next

You will then see your item in your FSloffice shopping cart. When you are ready to check out, click the “Checkout” button.

**PLEASE NOTE: Items sent to an approver can not be edited by the approver, they can only delete the item.**

### Shopping Cart

[Print](#)

[Continue Shopping](#)

[Empty Cart](#) [Save Order](#)

Item Total: \$34.56

[Checkout](#)

[+ Expand All](#) [- Collapse All](#)

▼ GBO - GREENSBORO, NC

1 Items : \$34.56

Item #	List Price	Your Price	Quantity	Ext Price	Remove
<div><div></div><div>NAV4BK86993</div></div>	\$38.40 / Each	<b>\$34.56 / Each</b>	<input type="text" value="1"/>	\$34.56	
<div><div><div><div><a href="#">Edit</a></div><div><a href="#">View Design</a></div><div><a href="#">Custom</a></div></div><div><div>Laser Engraved Black Marble Desk Bar, 2-3/8" x 8"</div><div>Comments: <input type="text"/></div><div>Dept: <input type="text" value="GBO--GREENSBORO, NC"/></div></div></div></div>					

[+ Expand All](#) [- Collapse All](#)

[Empty Cart](#) [Save Order](#)

[Continue Shopping](#)

Item Total: \$34.56

[Checkout](#)

# Creating a Badge



Print Services

Search Catalog...

[Go >](#)

## Print Services

### Indoor Signs



### Badges

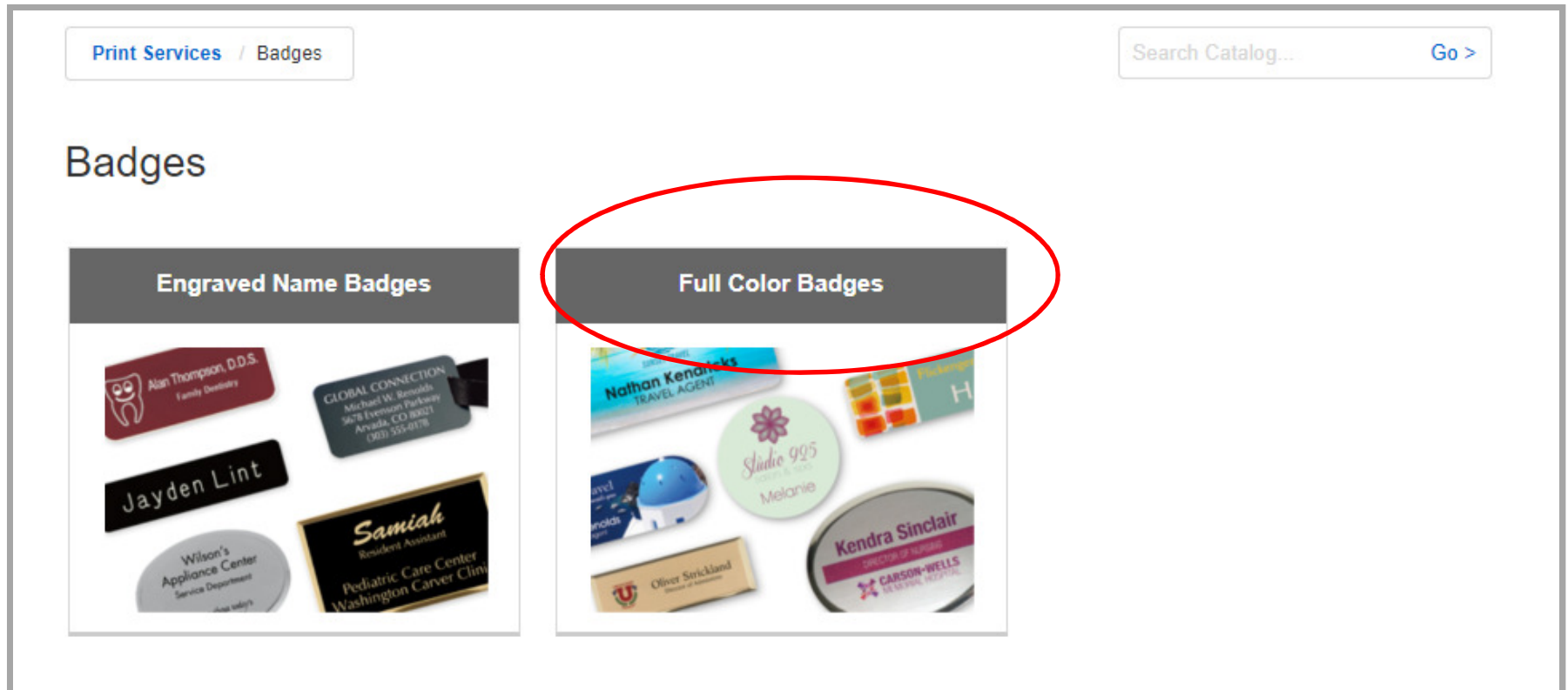


### Stamps



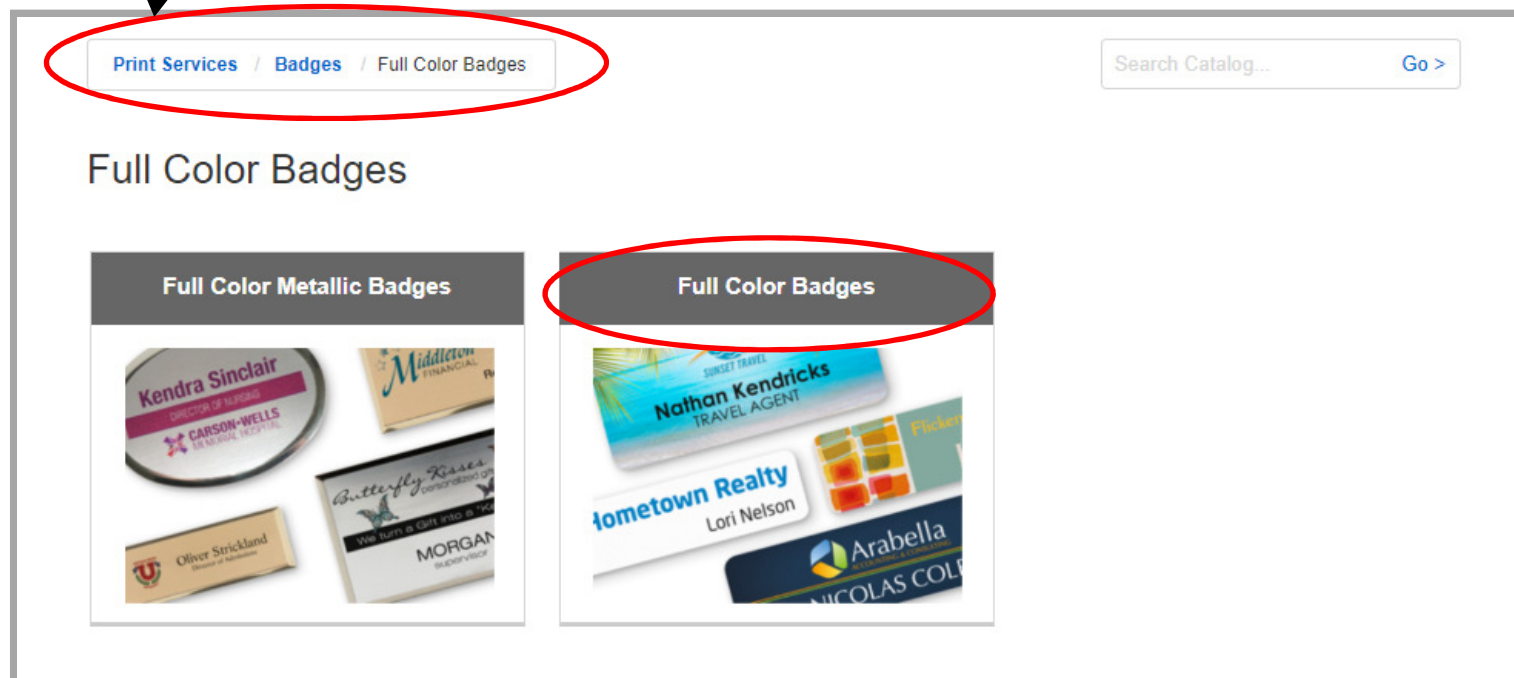
Each category you choose will be broken into smaller, more distinct categories. For example, Badges breaks down into 2 smaller categories:

- 1) Engraved Name Badges
- 2) Full Color Badges



**Continue to narrow down your search until you find the product you are looking for.**

Note: This creates a breadcrumb trail for you to be able to go back to the previous link should you choose to do so.



# Choose your badge

Search by badge number i.e. "zfc4"

Search Catalog... [Go >](#)

## Full Color Badges

Size of Badge

Details about the badge

Be sure to add your quantity

Click to create the badge



Full Color Name Badge - 1 1/2" x 3"

[Details](#)

Qty:

Create



Full Color Name Badge - 1 1/4" x 3"

[Details](#)

Qty:

Create



Full Color Name Badge - 1" x 3 1/2"

[Details](#)

Qty:

Create



Full Color Name Badge - 1" x 3"

[Details](#)



Full Color Name Badge - 2" x 3"

[Details](#)



Full Color Name Badge - 3/4" x 3"

[Details](#)

## Details at a glance

The details will include item numbers, description, and other important information at a glance

### Full Color Badges



Full Color Name Badge - 1 1/2" x 3"

 Details

**\*Note the change in prefix**

#### Full Color Name Badge - 1 1/2" x 3"

Item# NAVZFC4

Production Time: 3 Business Days

- Full color name badges that offers vivid color at an economy price
- Printed in full color on 1/16" thick white plastic polystyrene
- Includes either a pin, swivel clip, or military tack fastener. Other fasteners available.



# Create Your Name Badge

Choose your font, point size, alignment and other text information as you normally would.

Be sure to click on "edit text" for each line created.

Full Color Name Badge - 1 1/2" x 3" Quantity: 1 \$9.85

Text Images Alignment

Helvetica Neue Bold 12 Text Alignment Add Text Spell Check Delete

Upload Picture/Logo Bring to Front Send to Back Undo Redo Help

Click text elements to begin customization.

Jeanine Deutsch

Information Product Consultant

Com Edit Text lane

PLEASE NOTE: You may need to also click the word "apply" after editing each section. Some sections require both "edit" and "apply".

Cancel Next

# Approving Your Badge

The screenshot shows a web interface for approving a badge design. At the top, it says "Full Color Name Badge - 1 1/2" x 3"" with a quantity of 1 and a price of \$9.85. Below this is a design tool with tabs for Text, Images, and Alignment. The Text tab is active, showing "Helvetica Neue Bold" font and size 12. A "Print Confirmation" dialog box is open, showing the front of the badge with the text "Jeanine Deutsch", "Information Product Consultant", and "FSlooffice". The dialog box includes a "Close" button, an "Edit Front" link, and a section for terms and conditions. There are three main annotations with arrows pointing to specific elements: "Email proof" points to the "E-mail Proof" link; "View as PDF" points to the "View PDF Proof" link; and "Return to original design" points to the "Return to design" button. A large box labeled "Click the accept box, then the approve button" points to a checkbox labeled "I accept & approve my artwork." and an "Approve" button. The "Next" button is also visible at the bottom right.

Full Color Name Badge - 1 1/2" x 3" Quantity: 1 \$9.85

Text Images Alignment

Helvetica Neue Bold 12 Text Alignment Add Text Spell Check Delete

Upload Picture/Logo Bring to Front Send to Back Undo Redo Help

Click text elements to begin customization.

**Print Confirmation** Close

Front Edit Front

Jeanine Deutsch  
Information Product Consultant  
FSlooffice

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

I certify that I am authorized to utilize any design/art/photograph(s) being supplied to the supplier/vendor for the purposes of fulfilling this order. Further, I will indemnify, hold harmless and agree to defend the supplier/vendor, its employees, officers, directors and subsidiaries from any suit, claim or demand arising from the reproduction or use of the material supplied by me.

I further confirm that I have read and agree to comply with the site [Terms of Use](#).

E-mail Proof

View PDF Proof

Return to design

**Click the accept box, then the approve button**

☐ I accept & approve my artwork.

Approve

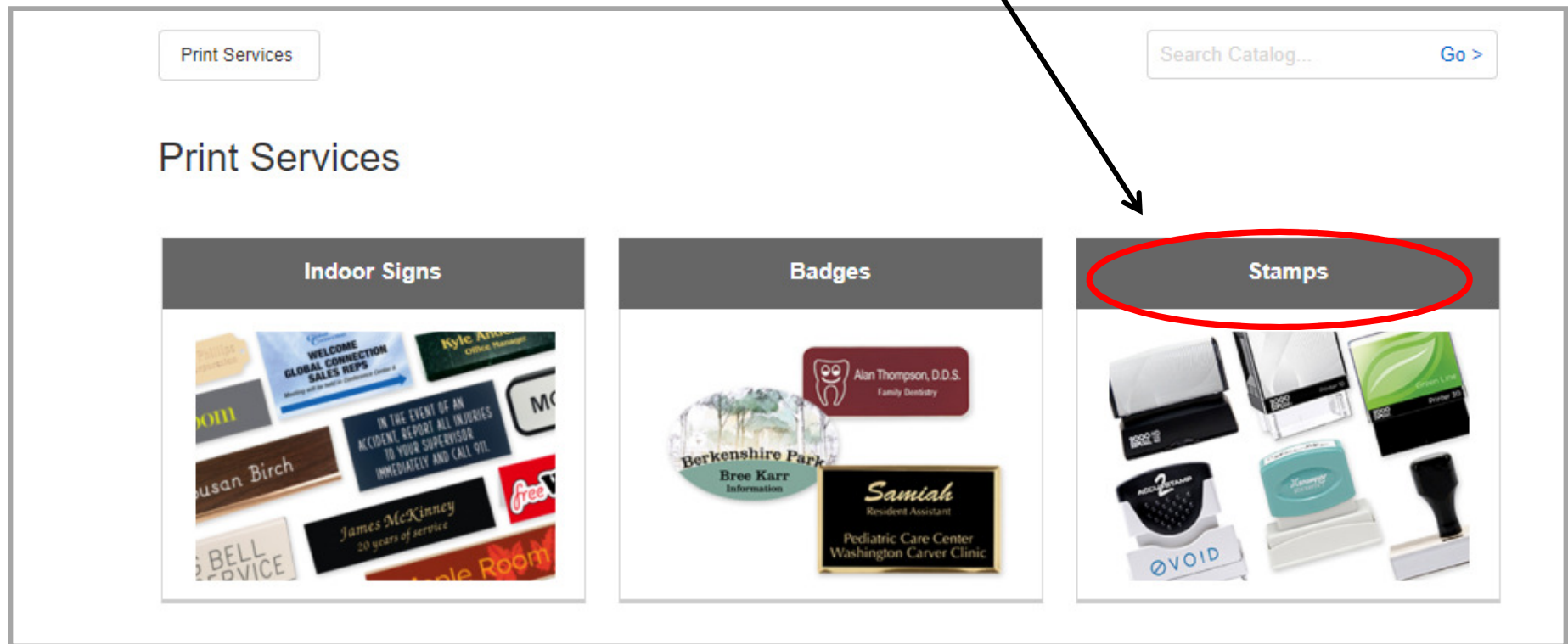
Next

**Email proof**

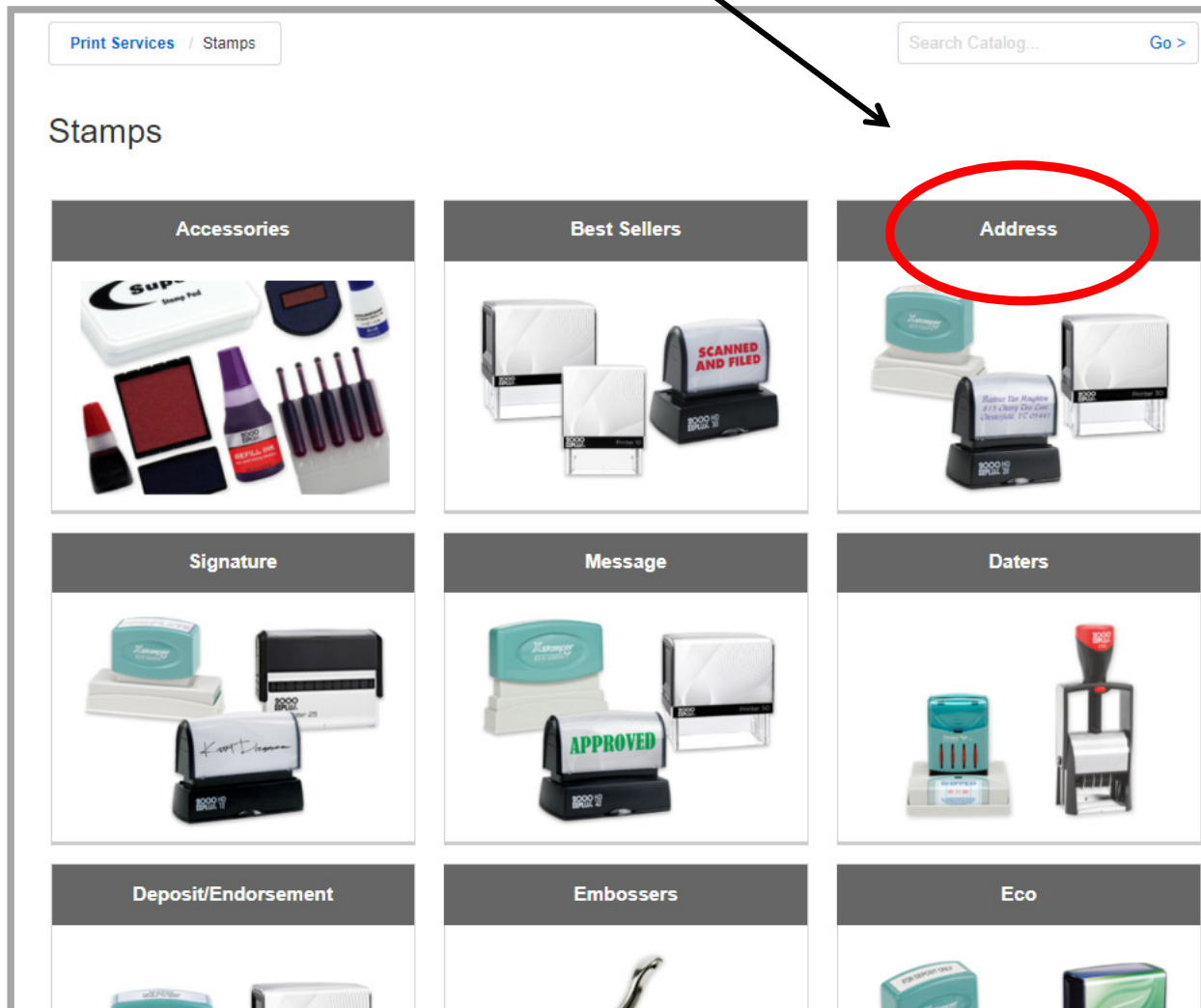
**View as PDF**

**Return to original design**

# Creating A Stamp



# Choose the type of stamp you want to create



Narrow your search by using the filters to the left of the stamps.


Choose your stamp, add the quantity, then click the "Create" button.

Print Services / Stamps / Address

Select from Address

Search Address ... [Go >](#)

← Prev 1 2 3 Next →

Address  [Clear Filters](#)

**Refine by**

Shape







- ☐ Rectangle
- ☐ Round
- ☐ Square

Size Range

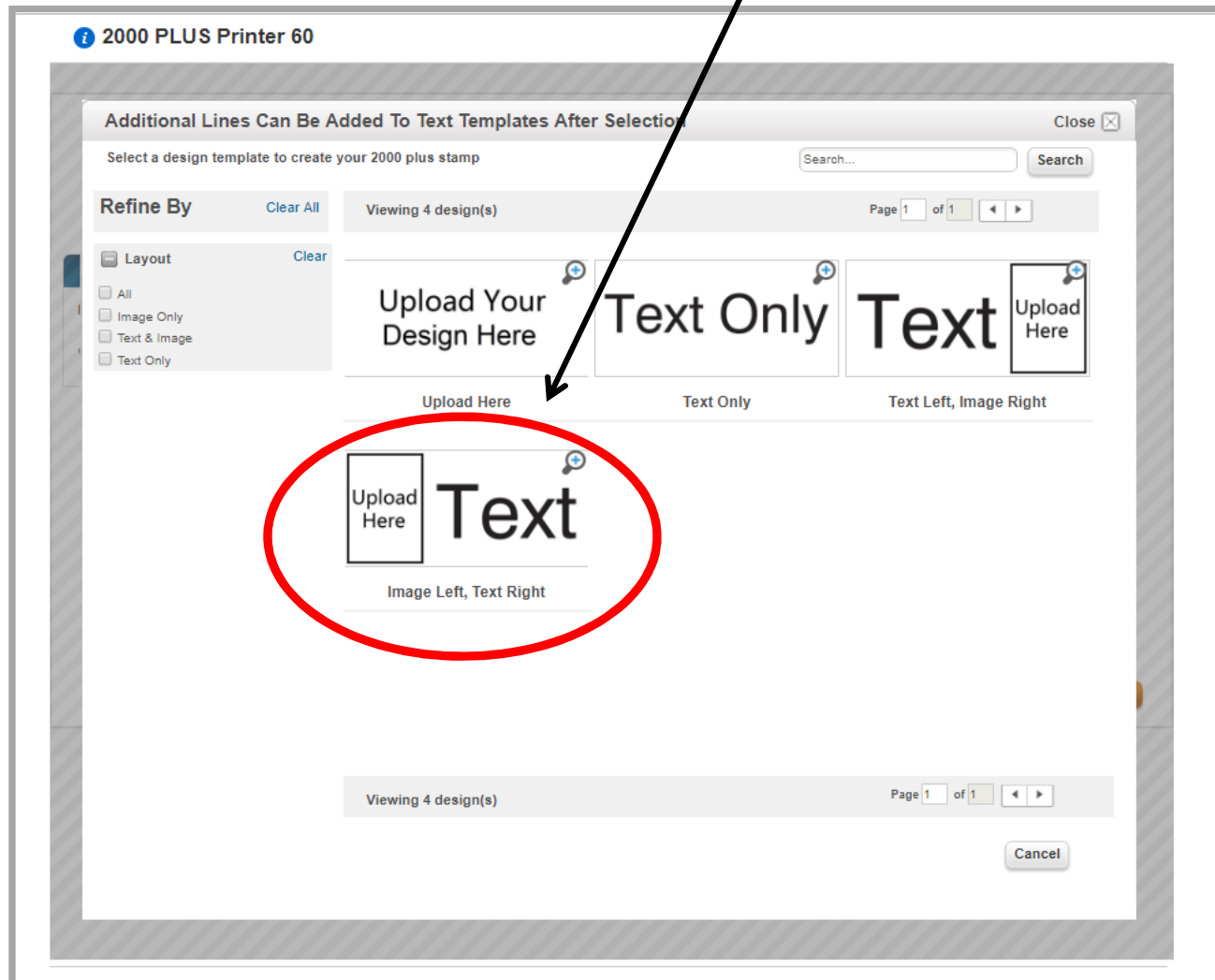
- ☐ Small
- ☐ Medium
- ☐ Large

Viewing 1 - 12 of 28

Click on the Details option for more information about the product.

		
2000 PLUS Printer 50	2000 PLUS Printer 60	2000 PLUS Printer 20
<a href="#">Details</a>	<a href="#">Details</a>	<a href="#">Details</a>
Qty: <input type="text" value="1"/> \$27.27 	Qty: <input type="text" value="1"/> \$29.74 	Qty: <input type="text" value="1"/> \$20.33 
Create	Create	Create

**Choose the design of your stamp by clicking on the image.**



**When making an address stamp, fill in the information one line at a time. Then add your design if you chose a design option.**

**Add one line at a time by choosing the “Add New Line” button for each line**

**You can change your design at any time by clicking on “Change Design”**

The screenshot shows the '2000 PLUS Printer 60' address stamp design interface. At the top, there's a header with a printer icon, the text '2000 PLUS Printer 60', and a dropdown menu set to 'Swiss' with a value of '15'. Below this is a toolbar with icons for color, font, and a 'Border' checkbox. A central instruction reads: 'Click text elements to begin customization, double click to begin entering text.' To the right is a blue 'Advanced Options' button. The main design area is divided into two columns. The left column contains a 'Design Options' panel with a 'Design Templates' section showing 'Image Left, Text Right' and a 'Text' input field containing 'Jeanine C. Deutsch'. Below the input field are two links: 'Add New Line' and 'Change Design'. The right column shows a preview of the stamp with the text 'Jeanine C. Deutsch' in a large, serif font. At the bottom right are 'Cancel' and 'Next' buttons.



You can fill in the line by clicking on the box to the left or the text box.

Choosing "Advance Options" will allow you to add color, move text, spell check, align and so much more!

Upload your image here

The screenshot shows a business card design tool interface. At the top, there is a toolbar with a color palette, a font dropdown set to 'Swiss', a size dropdown set to '15', and icons for bold (B), italic (I), underline (U), image upload (labeled 'Upload Picture/Logo'), and a border toggle. Below the toolbar is a instruction: 'Click text elements to begin customization, double click to begin entering text.' On the left, a 'Design Options' panel is open, showing a 'Design Templates' section with 'Image Left, Text Right' selected. Below this, there are three text input fields: 'Jeanine C. Deutsch', '6410 Orr Rd', and 'Charlotte, NC 28213', each with a '- Remove' link. At the bottom of the panel are links for 'Add New Line' and 'Change Design'. In the center, a preview of the business card is shown, consisting of three stacked text boxes containing the same information. On the right, a blue button labeled 'Advanced Options' is visible. Four arrows point from external text boxes to specific elements: one from the top-left box to the first text input field, one from the top-right box to the 'Advanced Options' button, one from the middle box to the 'Upload Picture/Logo' icon, and one from the bottom-left box to the first text box in the preview.

Click text elements to begin customization, double click to begin entering text.

Advanced Options

Design Options

Design Templates:  
Image Left, Text Right

Text - Remove

Jeanine C. Deutsch

AddedText - Remove

6410 Orr Rd

AddedText - Remove

Charlotte, NC 28213

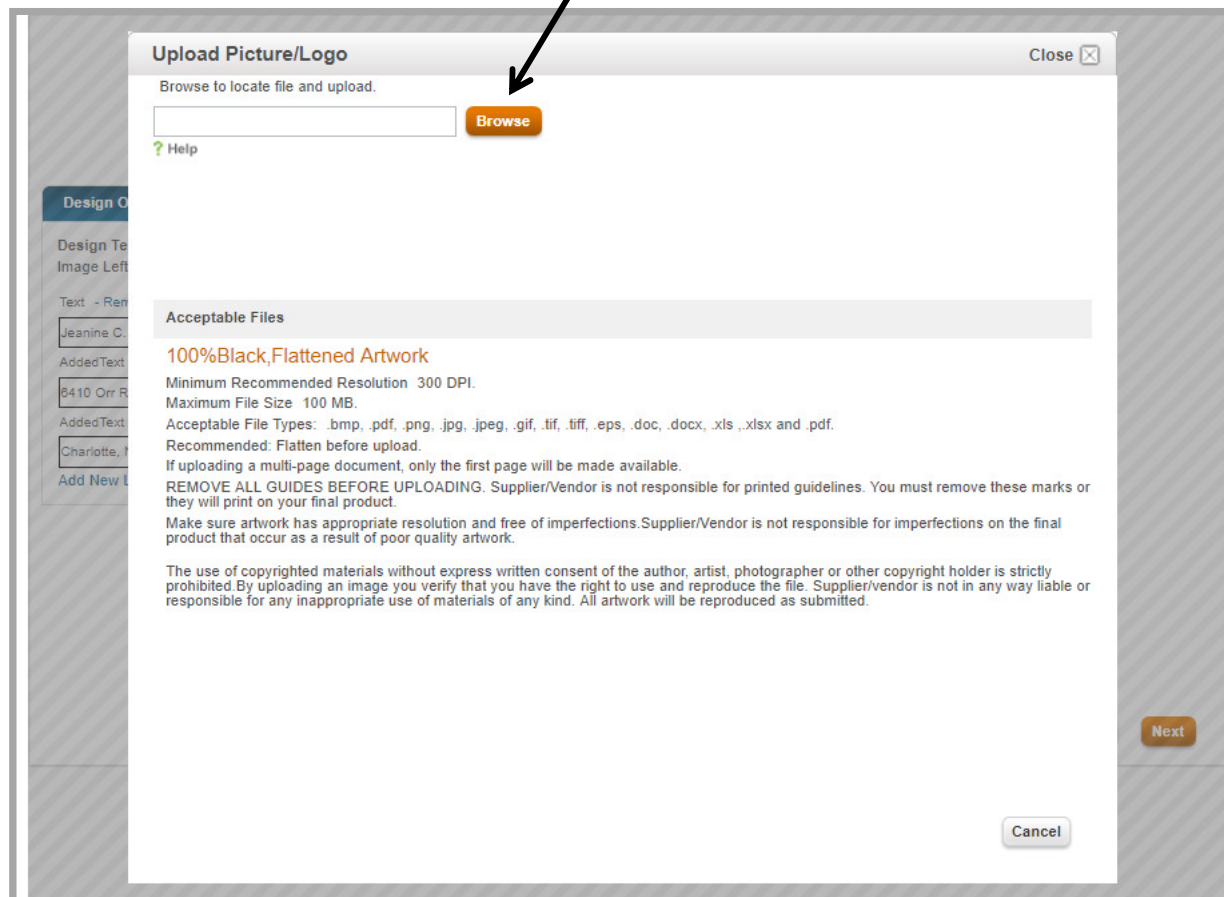
Add New Line | Change Design

Jeanine C. Deutsch

6410 Orr Rd

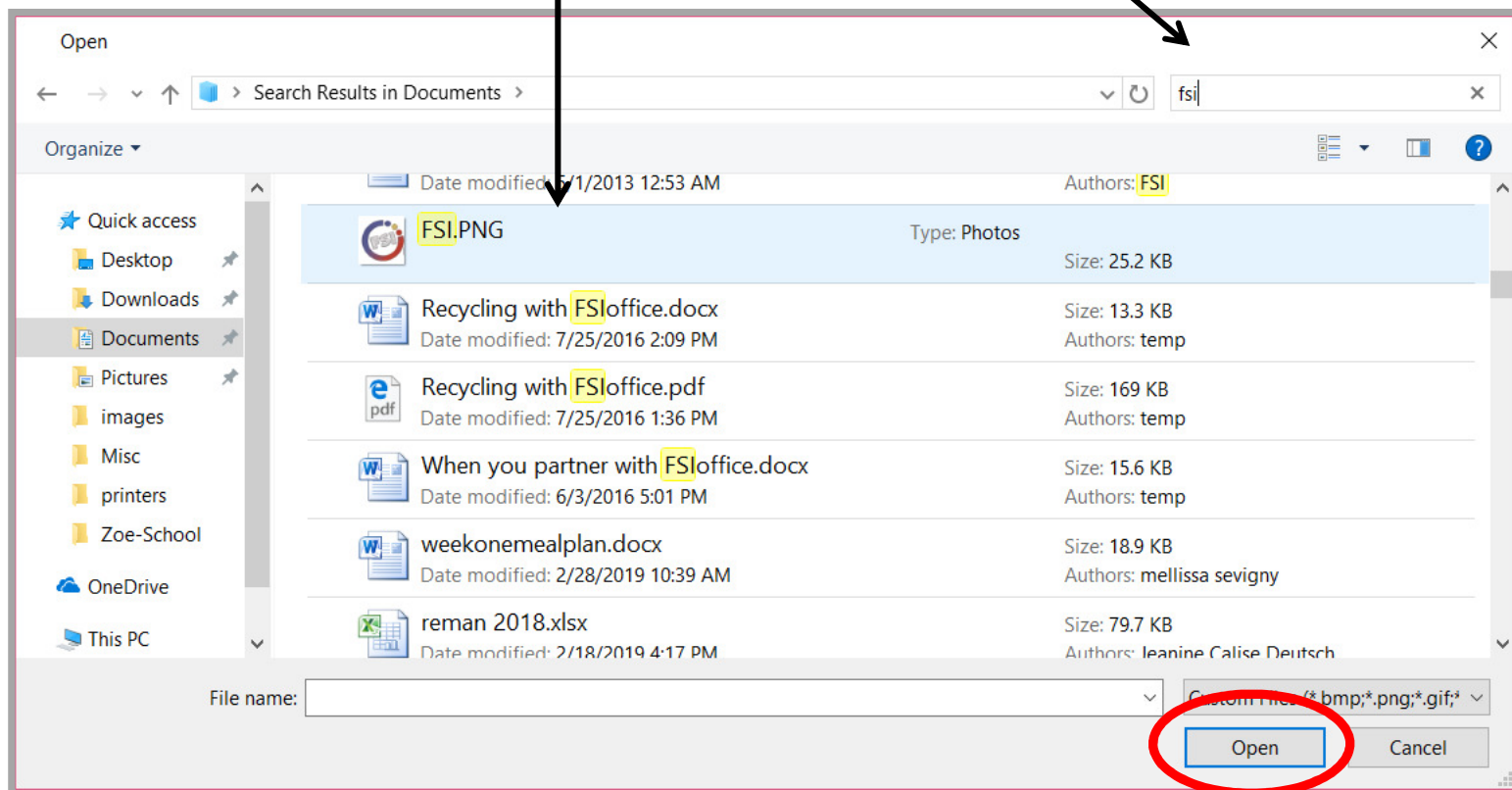
Charlotte, NC 28213

**To upload an image, click on the “browse” button after you have clicked on the “upload Image” icon on the previous page. Then pick an image from your personal files. The image will automatically fill in when you have selected your image.**

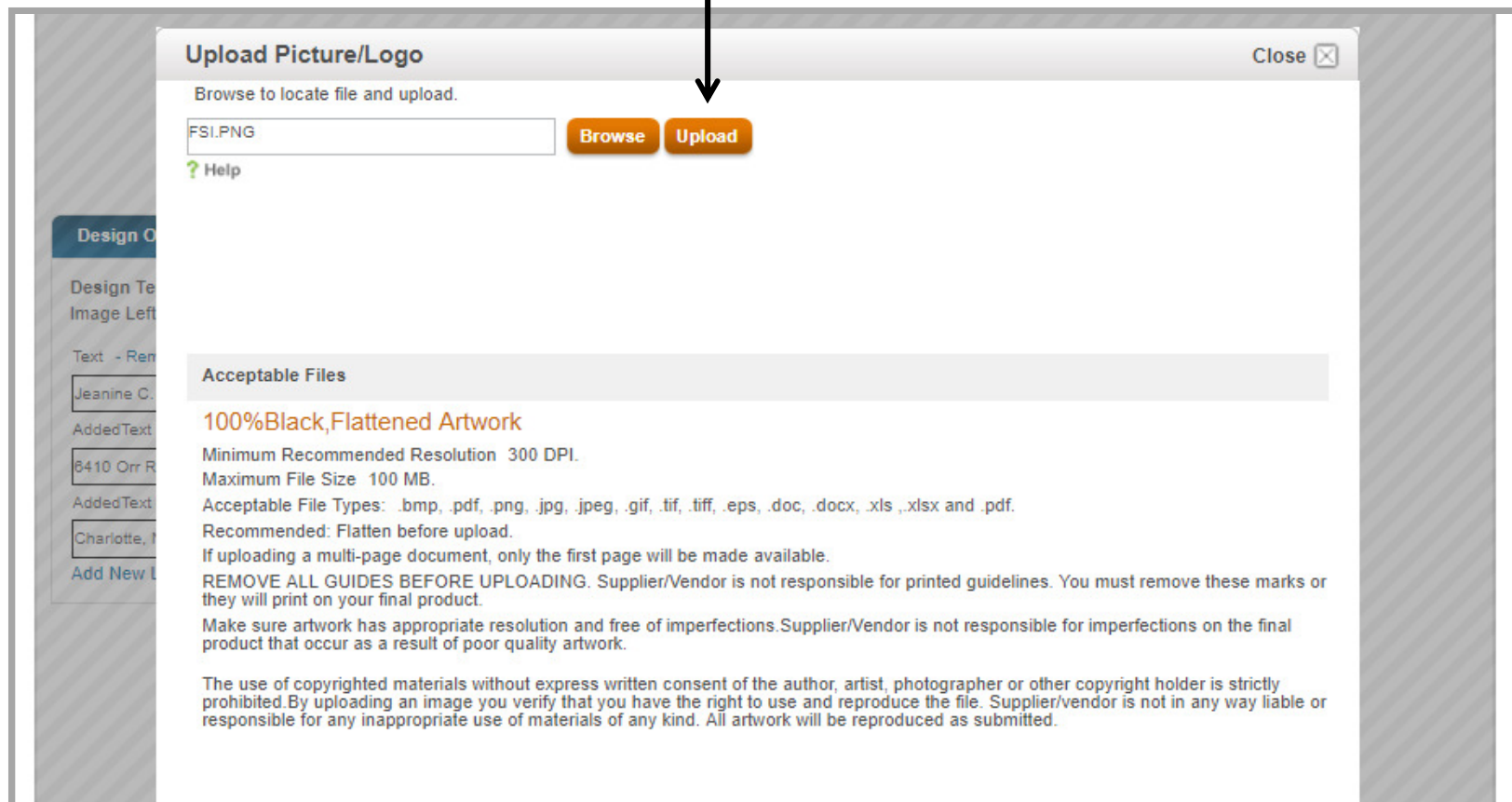


**There are many ways to search your files. Use whichever way you feel most comfortable. Using the “search box” will help you narrow your search and find your image. Search by image name.**

**Then choose your file and click “Open”**



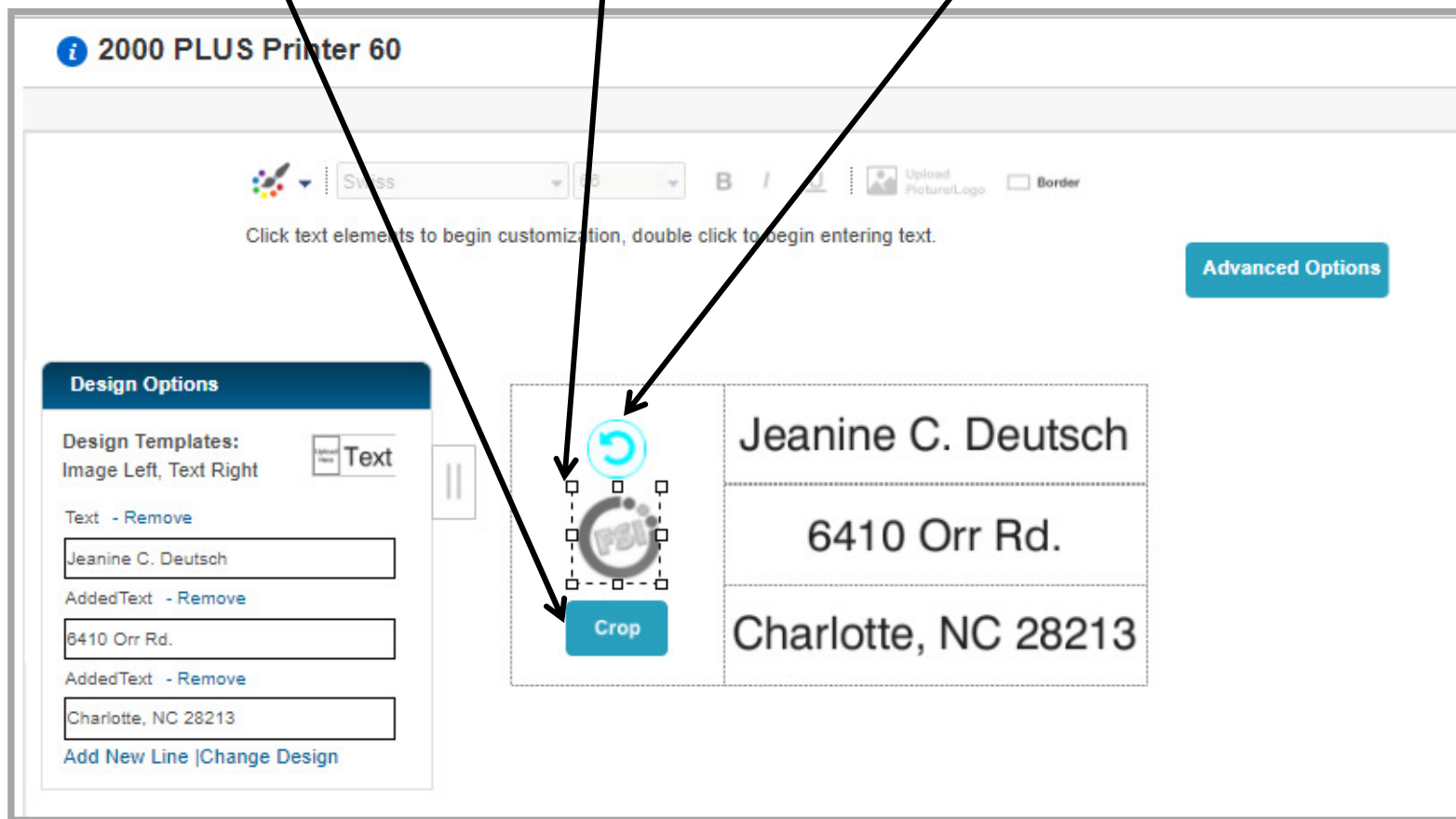
Then click “upload” and the picture will be placed on your stamp.



To edit the picture, click on the picture itself then choose the “crop” button to crop the picture.

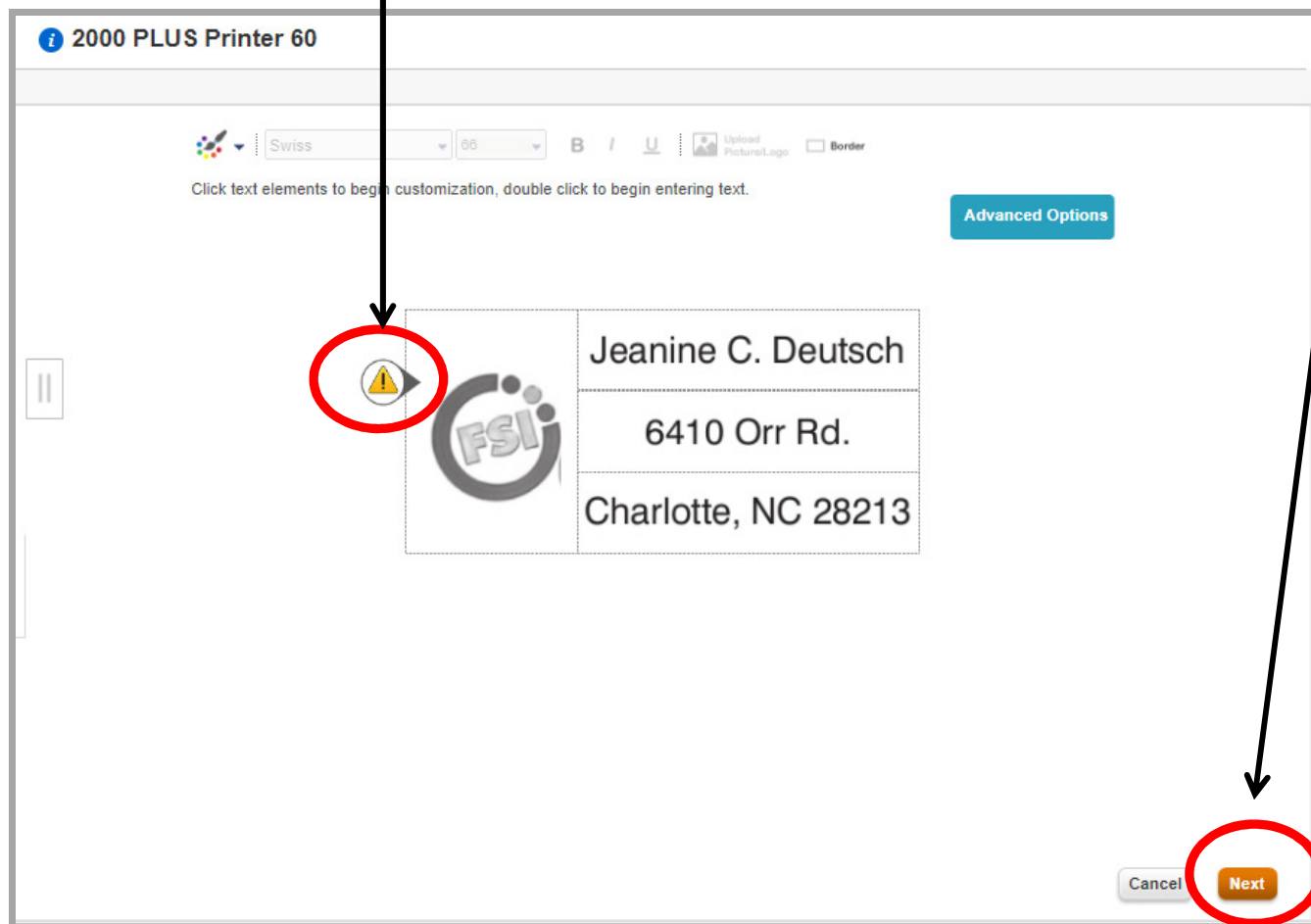
Use the “corners” to enlarge or reduce the picture.

Use the “rotate” button to rotate the picture around in circles.



**The “explanation point” on a picture means there is an issue with your picture. Be sure to click on the icon to see what need to be fixed. Low resolution pictures will not turn out well, so be sure to use pictures with high resolutions.**

**When finished, click the “Next” button.**



**Check the box “I accept & approve my artwork” before you click the final “Approve” button to submit your work. The stamp will be sent to your shopping cart automatically after you click the “approve” button.**

Print Confirmation

Close

Front

Edit Front



Jeanine C. Deutsch  
6410 Orr Rd.  
Charlotte, NC 28213

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

I certify that I am authorized to utilize any design/art/photograph(s) being supplied to the supplier/vendor for the purposes of fulfilling this order. Further, I will indemnify, hold harmless and agree to defend the supplier/vendor, its employees, officers, directors and subsidiaries from any suit, claim or demand arising from the reproduction or use of the material supplied by me.

I further confirm that I have read and agree to comply with the site [Terms of Use](#).

E-mail Proof

View PDF Proof

Return to design

☐ I accept & approve my artwork.

Approve

Cancel



The stamp, nameplate or badge will show in your cart. Click  
"Checkout" when you are ready to order.

**PLEASE NOTE: Items sent to an approver can not be edited by  
the approver, they can only delete the item.**

[Flip Catalog](#) [Promotions](#) [Rebates](#) [Promotional Products](#) [Clearance](#)

Welcome back, Sherrell [Log Out](#)

Acct: 5551212-PRACTICE CUSTOMER




[Office Supplies](#) [Technology](#) [Furniture](#) [Facility & Breakroom](#) [Shop All Categories](#) [Featured Items](#) [Shop HON Furniture](#)

## Shopping Cart

[Print](#)

[Continue Shopping](#) [Empty Cart](#) [Save Order](#) **Item Total: \$36.34** [Checkout](#)

[+ Expand All](#) [- Collapse All](#)

Blank Department		2 Items : \$36.34				
Item #		List Price	Your Price	Quantity	Ext Price	Remove
QUA11135		\$10.25 / Pack	<b>\$8.17 / Pack</b>	<input type="text" value="1"/>	\$8.17	<a href="#">×</a>
Quality Park Colored Business Envelope - Business - #10 - 9 1/2" Width x 4 1/8" Length - 28 lb - Gummed - Wove - 25 / Pack - Green						
<a href="#">Comments:</a> <input type="text"/>						
<a href="#">×</a> 						
NAV1SI60P		\$31.30 / Each	<b>\$28.17 / Each</b>	<input type="text" value="1"/>	\$28.17	<a href="#">×</a>
Message 1 3/8" x 2 15/16"						
<a href="#">Comments:</a> <input type="text"/>						
<a href="#">Edit</a> <a href="#">Custom</a>						
<a href="#">View Design</a>						

[Empty Cart](#) [Save Order](#) [+ Expand All](#) [- Collapse All](#) **Item Total: \$36.34** [Checkout](#)