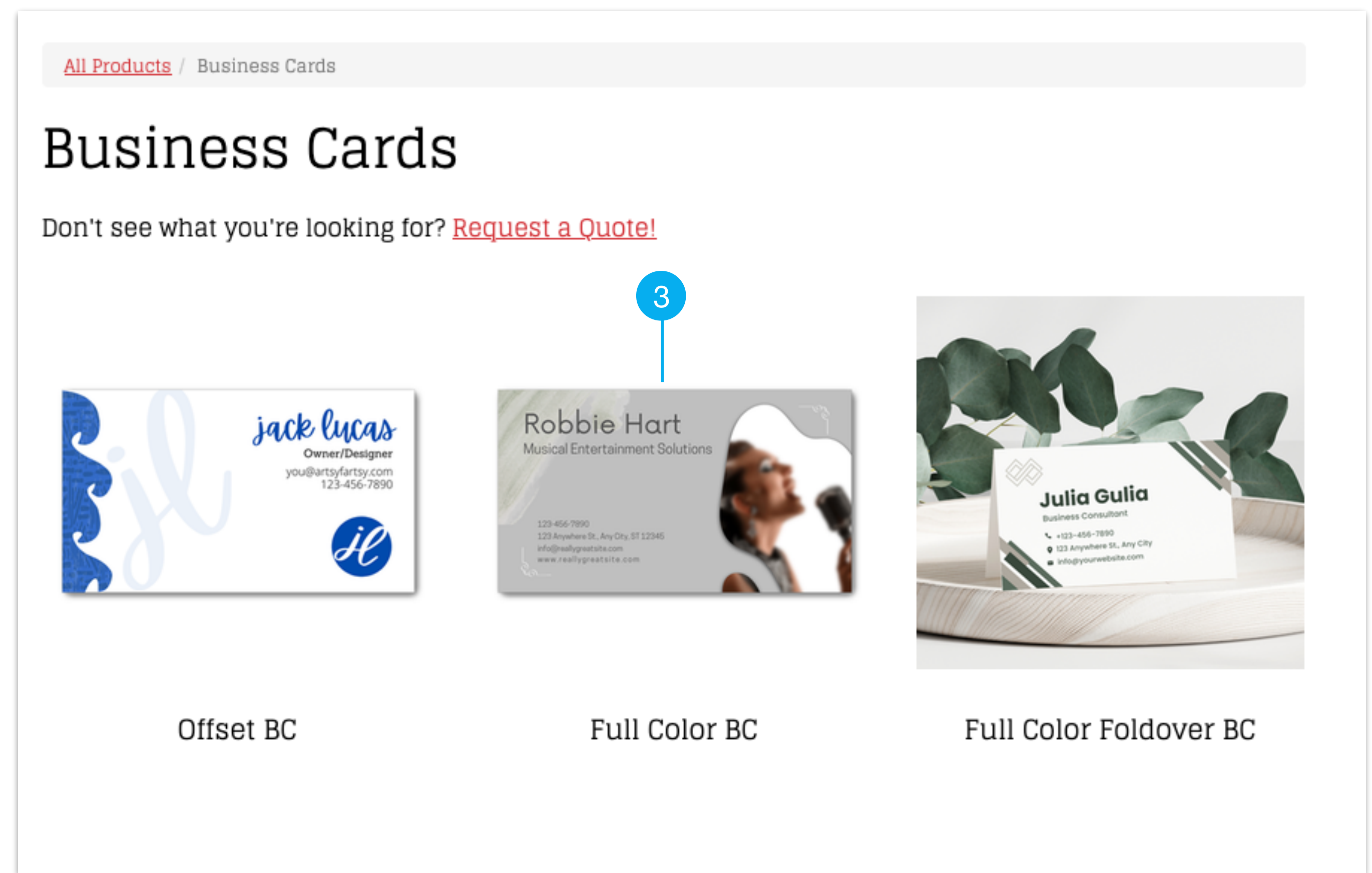
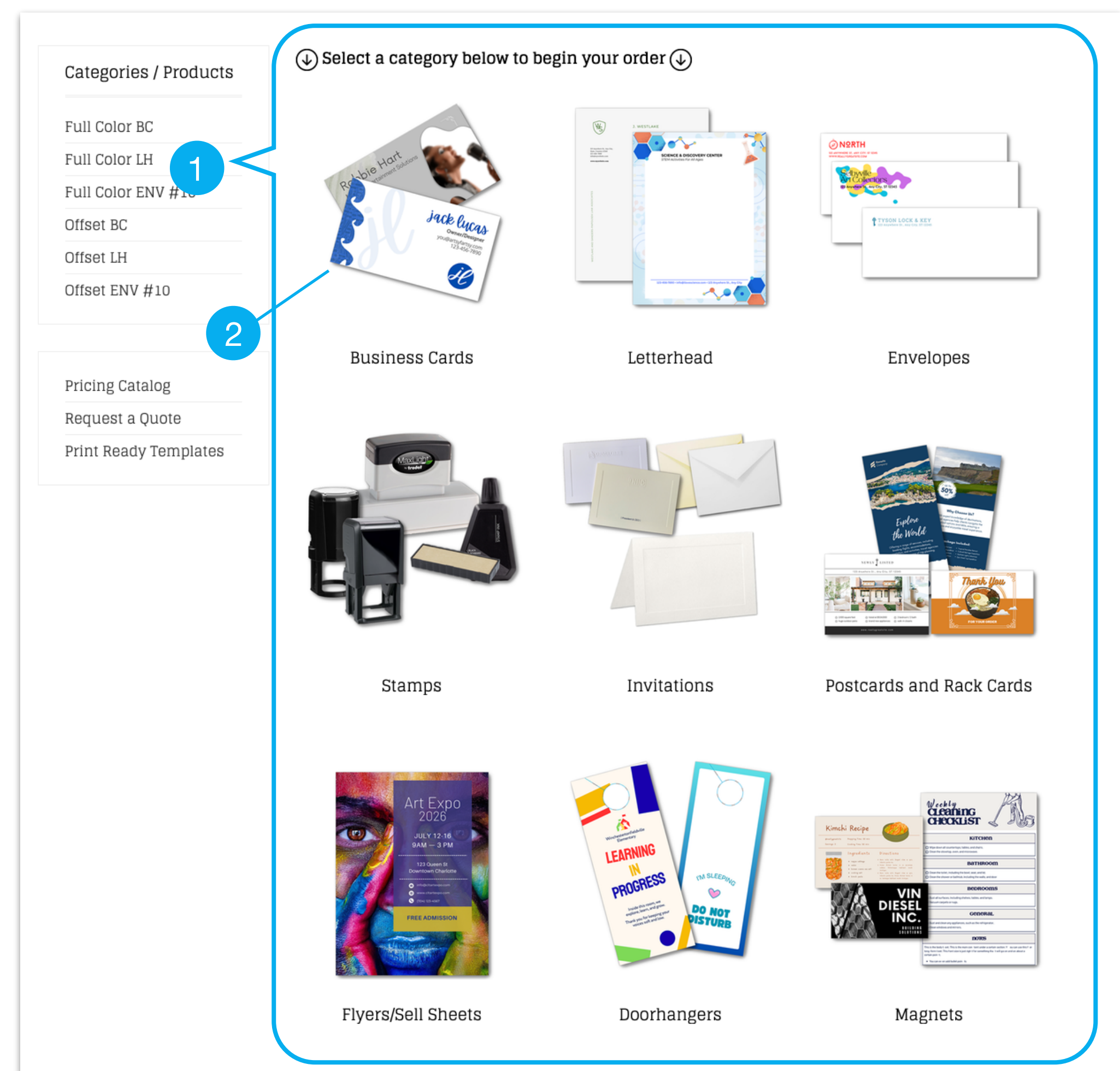


1. Starting an order

Product Selection

1. Product categories are listed on the home page.
2. Click on the category for the product you would like to order.
3. Then within the category, select a product to begin customization.





2. Product Customization

Print specs, files, and details

1. Use the product page to adjust all the available selections.
2. If a selection does not apply, leave at its default option or “None”.
3. Upload your required print ready files using the “File Upload” section.
 - a. It accepts multi and single page files.
 - b. Additional files can be included in the order with the second upload field.
4. Any important information needed to be included with this job should be added to the “Additional Instructions” text box.
 - a. PANTONE Colors, folding details, or proof changes are some examples.
5. Acknowledge you have customized the order to match your required print specs by entering your name or initials. Then select “Add to Cart” to send your product to the shopping cart.

All Products / Business Cards / Full Color BC

TO AVOID PROCESSING DELAYS, please be sure to CHOOSE selections that correspond to the item ordered.

Business Card Specs

• CMYK

• 1/8" bleeds

• Standard Size of 3.5"x2"

Review the available selections and apply all that are needed for the job

1. Quantity: Select how many cards you need.

2. Paper: Select your preferred stock.

3. Front Side Inks: No selection needed.

4. Back Side Inks: If there is any print on the back of card, select 4.

5. Corner Rounding: Add 1/4" rounded corners.

6. Laminating: Lamine your business cards with 1.5 mil lamination.

7. UV Coating: Full coverage UV coating can be applied to the front or both sides.

Important UV Coating is only applicable to coated stocks only.

8. Proof: Select if you'd like a PDF proof emailed before we print.

- Note any changes needed in the additional instructions box.

File Uploads:

File upload is required to proceed.

Please upload your print ready artwork to the "UPLOAD ARTWORK" field.

This accepts single or multi-page files.

If you have multiple files to upload, use the "ADDITIONAL FILES" field.

Additional Instructions:

Note any important detail for the job in the additional instructions box.

PMS colors and proof changes are some examples of detail to include.

Robbie Hart

Musical Entertainment Solutions

123-456-7890

123 Anywhere St., Any City, ST 12345

info@reallygreatsite.com

www.reallygreatsite.com

Quantity

250

Paper

16PT WHITE C2S

Front Side Inks

4

Back Side Inks

4

Corner Rounding

Corner Rounding with All 4 Corners

Laminating

None

UV Coating

None

Proof

None

Price

\$47.00

File Upload

At least one upload is Required

UPLOAD ARTWORK

business_card_file.pdf

Select

Complete

100%

Remove

ADDITIONAL FILES

Select

Additional Instructions

Please match PANTONE 541 C

Type your name or initials below to confirm the details provided are accurate to the job being ordered.

NAME

Add to Cart

1

3

4

5

3. File Upload Confirmation

Visual Confirmation

1. The following page provides a visual of the files you have uploaded.
2. Review and confirm.
3. If all looks correct, select “Approve and Continue”.
4. Choose “Try Again” if you need to return to the previous page and upload a new file.

[Home](#) [Profile](#) [Save for Later](#) [Order History](#) [Request a Quote](#) [Print Ready Templates](#) [Logout](#)

Preview Your File Uploads

3

Approve and Continue

Try Again

Cancel

business_card_file.pdf

4

1

ePrint Media



Full Name

Title One

M 555.555.5555 | T 555.555.5555 | F 555.555.5555

name@emailaddress.com
1 Main Street
City ST 01234
www.eprintmedia.com



eprintmedia.com

3

Approve and Continue

Try Again

Cancel

4



4. Shopping Cart

Continue shopping

1. The shopping cart provides a summary of all items in your cart.
2. Select “Checkout” to proceed to shipping.
3. Select “Continue Shopping” to add more items to your cart.
4. Select the “Save for Later” button on any given item to remove the product from your shopping cart and save it for later checkout.

Shopping Cart

Shopping Cart Instructions



Save For Later: If you wish to put this order to the side for a later date, select this button and your order will be placed in a 'save for later' queue to be accessed at another time.



Edit Item: This will return to the beginning of the ordering process to make any adjustments to this order (Quantity, design customization).



Duplicate Item: Select this to duplicate an existing item.

Please review your order quantity and if ok, click the “Checkout” button to proceed to shipping and shipping address confirmation. If you need to add additional business cards to this order, select "Continue Shopping".



Full Color BC

1,000

\$41.00



Details ^

Subtotal

\$41.00

Checkout

Continue Shopping

4

1

2

3



5. Shipping

Shipping address and methods

- 1. Review your “Ship To” address and adjust if needed.
- 2. To add a new shipping address, select the “+” symbol next to the drop-down and fill out the required address information.
- 3. Review the available shipping methods carefully and select the one that applies best to your order.

Shipping

Select an existing shipping address from the "Ship-To" drop-down list.

If you do not have any options available, select the "+" symbol to add a new address.

Ship Methods:

Customer Pickup: Select if you intend to pick up your order in person.

Pickup Address: 108 Business Park Drive, Indian Trail, NC 28079

Free BCE Ground: To qualify, an order needs to contain only business cards with a subtotal greater or equal to \$50.00

Drop Ship-UPS Ground: Blind ship your order to the shipping address provided.

UPS Ground: Standard UPS Ground

BCE UPS Ground:

1

Ship To

Zach Forest, 108 Business Park Drive, INDIAN TRAIL, NC

Zach Forest

6034343175

108 Business Park Drive

INDIAN TRAIL, NC US 28079

Weight: 2.500 lb

2

+

3

Shipping Method

UPS Ground \$12.52

shipping is an estimate and subject to change

Subtotal	\$41.00
Shipping	\$12.52
Tax	\$3.61
Total	\$57.13

Continue



6. Checkout

Confirm and submit

1. Before submitting your order, confirm your billing address and form of payment.
2. “Pay With Credit Card” allows you to pay for the order immediately.
 - a. Confirm your billing address matches the one associated with your credit card.
 - b. The credit card details will be requested of you upon selecting “Complete Order”.
3. “Purchase Order” allows you to submit the order and be invoiced at a later date according to your terms.
 - a. A field for a purchase order is listed for you to add as an additional reference to the order.
4. Select “Complete Order” to submit it for our review and processing.
5. **Please note:** All order pricing is an estimate and is subject to change. If order details do not match the print specs needed, adjustments will be made to the price to reflect those changes.

Checkout

Payment Options:

Credit Card

Open Terms Checkout (Purchase Order)

Add your billing address and purchase order.

If choosing to pay by credit card, the card information will be requested of you when selecting "Complete Order".

Selecting "Complete Order" will finalize and submit your order upon submitting credit card information or choosing open terms checkout.

Payment Method

2

Pay With Credit Card

3

Purchase Order

Billing Address

2

Zach Forest, 108 Business Park Drive, INDIAN TRAIL, NC

Zach Forest

6034343175

108 Business Park Drive

INDIAN TRAIL, NC US 28079

Edit

+

Purchase Order

3

TEST

Shipping

Print Media

Full Color BC

\$41.00

Shipping To

Zach Forest

6034343175

108 Business Park Drive

INDIAN TRAIL, NC US 28079

shipping is an estimate and subject to change

Subtotal

\$41.00

Shipping

\$12.52

Total Before Tax

\$53.52

Tax

\$3.61

Total

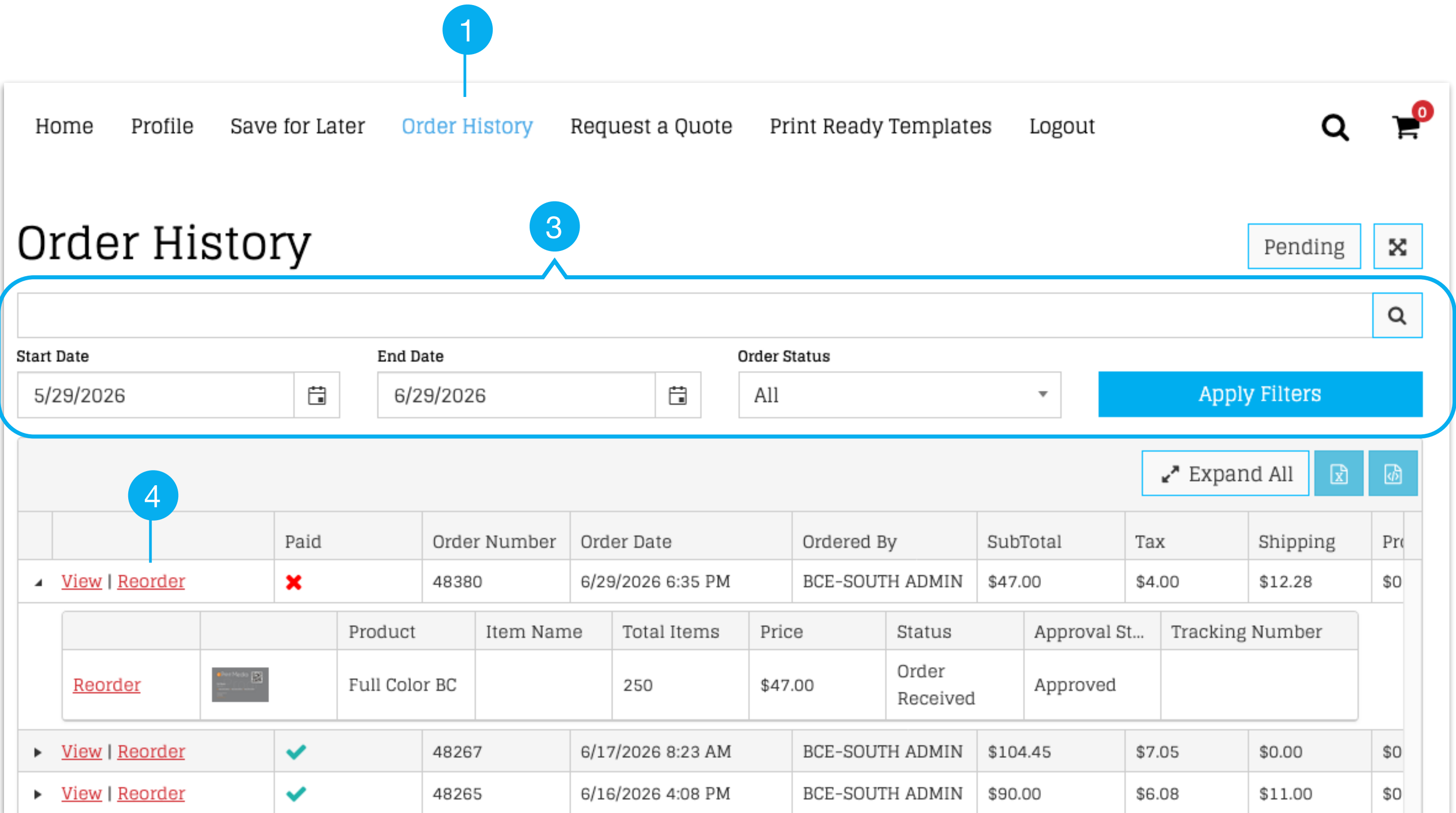
\$57.13

Complete Order

7. Order History

Review and Reorder

1. Past orders can be accessed in your “Order History”.
2. Order details, files, and reordering is available.
3. Use the filters to search for specific orders and details.
4. To reorder, select the reorder button to submit it as is back into your shopping cart.
5. If any adjustments are needed, select the “Pencil” button from the shopping cart to return to the product page and make any changes needed.



The screenshot displays the 'Order History' page in the BCE South system. At the top, a navigation bar includes links for Home, Profile, Save for Later, **Order History** (highlighted with callout 1), Request a Quote, Print Ready Templates, and Logout. A search icon and a shopping cart icon with a red '0' are also present. Below the navigation bar, the 'Order History' title is shown with a callout 3 pointing to the filter section. The filter section includes a search bar, 'Start Date' (5/29/2026), 'End Date' (6/29/2026), and 'Order Status' (All), with an 'Apply Filters' button. Below the filters, there is an 'Expand All' button and two icons. The main table lists orders with columns for Paid status, Order Number, Order Date, Ordered By, SubTotal, Tax, Shipping, and Price. The first order (48380) is marked with a red 'X' and has a callout 4 pointing to the 'Reorder' button. The second order (48267) is marked with a green checkmark. The third order (48265) is also marked with a green checkmark. A detailed view of the first order is expanded, showing a 'Reorder' button, a product image, and details for 'Full Color BC' with 250 items at \$47.00 each, with a status of 'Order Received' and 'Approved'.

Paid	Order Number	Order Date	Ordered By	SubTotal	Tax	Shipping	Price
	48380	6/29/2026 6:35 PM	BCE-SOUTH ADMIN	\$47.00	\$4.00	\$12.28	\$0
	48267	6/17/2026 8:23 AM	BCE-SOUTH ADMIN	\$104.45	\$7.05	\$0.00	\$0
	48265	6/16/2026 4:08 PM	BCE-SOUTH ADMIN	\$90.00	\$6.08	\$11.00	\$0

Product	Item Name	Total Items	Price	Status	Approval St...	Tracking Number
Full Color BC		250	\$47.00	Order Received	Approved	