



Lee's Ordering Site Guide

1 Launch your web browser and go to leesordering.com

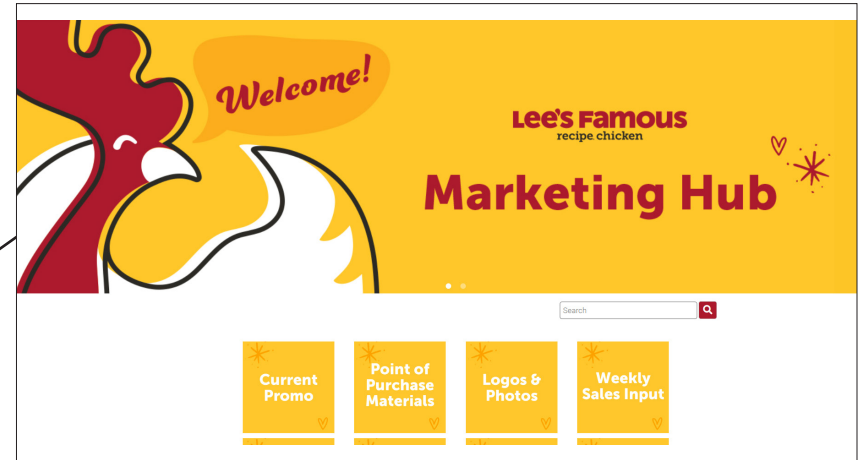
Enter your email and password provided to you.

Customer Support Information
Email: leessupport@slwmco.com
Phone: 443-589-1448
Fax: 281-605-5904
[Submit a Request](#)



2 Select a catalog to view items or use the search bar to find what you are looking for.

The Navigation bar has "My Orders" to review order history and "My Profile" to update account settings. The "Checkout" button at the top right of the page will take you to the Shopping Cart.



3 When ordering an item that doesn't offer customization, choose the desired quantity to print and select "Add to Cart".





Lee's Ordering Site Guide cont.

- When ordering a custom item, select or enter the quantity needed, then click "Customize" to generate the template. Please note some fields are required and some are optional. Once completed, select "Review Proof" to generate a proof, then select "Approve & Add to Cart".

Note: Depending on your browser, you may need to enable pop-ups for this site.

Customize your item VIEW PROOF APPROVE & ADD TO CART

SELECT PROFILE + - X

Name:

Title:

Email:

Phone:

Address 1:

Address 2:

City:

State:

Zip:

SAVE **RESET**

- The Asset Library is used for downloading files. On the left side you will see the catalogs of downloadable items. Select a catalog to see files available for download. Select the check box below the item(s) and then click the "Download Selected" button.

Asset Library SEARCH

Brand Identity Guide
Logos
Photos

Asset List DOWNLOAD SELECTED

Lee's Horizontal Primary ...

Lee's Horizontal Primary ...

Lee's Vertical Primary Lo...

Lee's Vertical Primary Lo...

Lee's Horizontal Logo V1

Lee's Horizontal Logo V2

- To finalize your order, click on the checkout button in the top right of the screen. Here you can change your order quantity, edit templates, remove items or save items for later. Enter a shipping location or choose a preloaded location. Then enter a payment method. Once all required information is entered, select "Place This Order Now". You will receive an order confirmation via email. Once your order ships, you will receive a shipping confirmation with tracking via email.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
Y5IGN-NH	Now Hiring - Yard Sign	No	<input type="text" value="10"/>	EACH/1	10	\$13.50	\$135.00	Remove Save For Later
BC-CATER	Catering Busine...John Doe	No	<input type="text" value="500"/>	BOX/500	500	\$36.54	\$36.54	Remove Save For Later

UPDATE QUANTITIES

Subtotal: \$171.54
Tax: TBD
Freight: TBD
Handling: TBD
Total: \$171.54

Shipping

Shipping Destination

Select a Location

Mark to the Attention of

Delivery Instructions

Delivery Options

Save this as my default shipping location?

Billing

Payment Method

Select a Payment Method

Save this credit card for later use?

Save this as my default payment method?

CONTINUE SHOPPING **PLACE THIS ORDER NOW**



Lee's Ordering Site Guide cont.

7 To check your order history, click on "My Orders" in the navigation bar. Then, select "View Order Details". Search for orders by entering your order number in the "Show order #" field or any other order specifics in the "Search for orders containing" field.

Order View | Digital Asset View

Show Order #:

Show Orders Entered After: (mm/dd/yyyy)

Show Orders Entered On or Before: (mm/dd/yyyy)

Search for orders containing:

Options: Match Case Items

Order #	Date	# of Items	Items
There are no orders to display			

8 To update your account information, click on "My Profile" in the navigation bar. Here you can update your password, change default shipping & billing information and edit saved addresses & credit cards.

Personal I... | Location Defaults | Address... | My Wallet | Manage My Conta... | My Images

Personal Info

[Change Password](#)

First Name:

Last Name:

Email:

9 The site is meant for use on a desktop, when using a mobile or tablet device it may not be fully responsive. Here are some tips for an improved experience.

- Enable Pop-ups on your web browser
- Use the red three line drop-down menu on the left side of the screen. See screenshot.

