

JEOL ONLINE ORDER INSTRUCTIONS

CREATE AN ACCOUNT

Click on "Create an Account" and fill in all your information.

Please note that the address you enter on this page will become your default shipping address. If you would like to change your default shipping address or add another address later, simply click on the Profile link in the left sidebar from the homepage and choose the My Addresses tab. Then click "Add New Address."

The address you are entering on the account page is not the address that will appear on your business card.

You will enter a password. This password will be your access to the order site for all future orders.

PLACING AN ORDER

STEP 1 – SELECT LOCATION

Click on the JEOL location you want listed on your business card.

Click on Choose a Location. Select one of the JEOL USA or JEOL CANADA locations from the drop down list.

STEP 2 – SELECT ISO Certification

Here you can indicate whether or not you'd like your ISO certification listed on your card.

Click on ISO Certified? (Yes or No). Select either Yes or No from the drop down list.

NEXT PAGE – ORDER PAGE

Select your quantity from the drop down list.

Use the Additional Instructions box, if necessary to add any notes that will help us better process your order.

Then click "Customize Order" This will bring you to the next page where you will fill in the information to appear on your card.

NEXT PAGE – CUSTOMIZE PAGE

Please read the instructions at the top of the page before entering your information.

Enter the information to appear on the card (left side of page).

To ensure title set-up, please break-up your title on two lines, separating title and department.

Note: Do not enter dashes or +1 before the numbers, enter numbers ONLY.

Email must be in all lower case

Click "Update Preview" (bottom left side of page).

Review the card display. If everything you entered is correct, click the “Yes I approve this document” check box, then click “Add to Cart.”

NOTE: If you need to go back to edit the *Quantity*, *Additional Notes*, and/or *Cost Center number* on this order, make sure to [click the Customize Order or Add To Cart button, to save those changes](#).

NEXT PAGE – SHOPPING CART

Please verify your information.

If there is a change of ship to address, select from the drop down list or choose “Other – Add New Address.”

If you selected “Other – Add New Address,” this will bring you to the Settings page. Click “Add New Address,” enter the ship to address, and click “Save.” This will save in your address book. When you reorder your cards, you will have a choice of the addresses you entered in your account. To return to the shopping cart, click the "Shopping Cart" link at the top of the page.

Once the correct shipping address is displayed, click “Proceed to Checkout.”

NEXT PAGE – CHECKOUT

If you have any special instructions, please enter them on this page in the “Special Instructions” field. Example: If your name or title extends beyond the character limit, or if the order is a rush.

Verify all your information on this page. If all is correct, click “Submit Order” to complete your order.

Your order will be sent to [Nicole Wise](#) for approval. Once approved, you will receive an email confirmation.

REORDER CARDS

To reorder cards – when you log on, click “Order History” at the top of the page.

Click “Reorder” on the previous order you would like to reorder.

You can then click “Edit” to make any changes to your previous card. NOTE: To edit the *Quantity*, *Additional Notes*, and/or *Cost Center number* on an order, you must click the *Customize Order* or *Add To Cart* button, to save those changes.

If no changes are needed, click “Proceed to Checkout.”

If you have any questions during the ordering process, please call the Imperial Image at 978.251.0420 or email us at orders@imperial-image.com.