



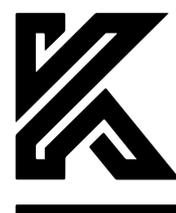
HOW TO
**ORDER
ONLINE**
**PRINT ON
DEMAND**

*If you have any problems logging in or placing an order,
please contact your Kale Print Account Manager.*

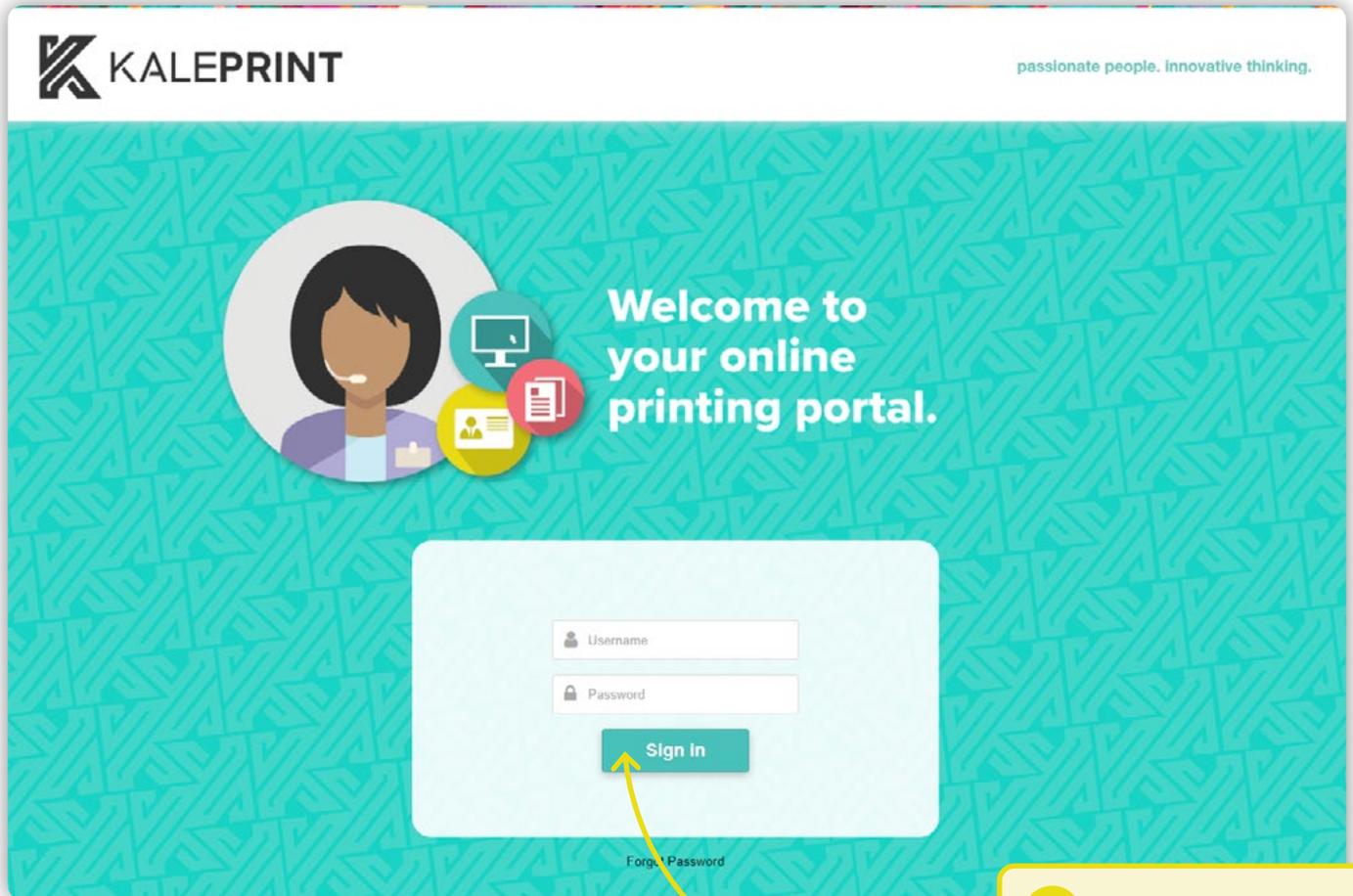
ORDERING ONLINE PRINT ON DEMAND

CONTENTS

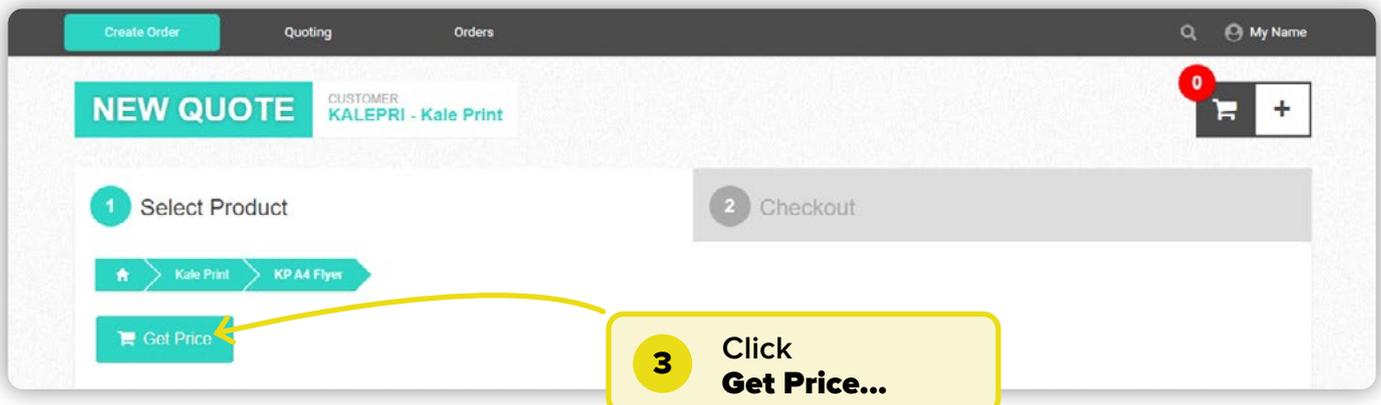
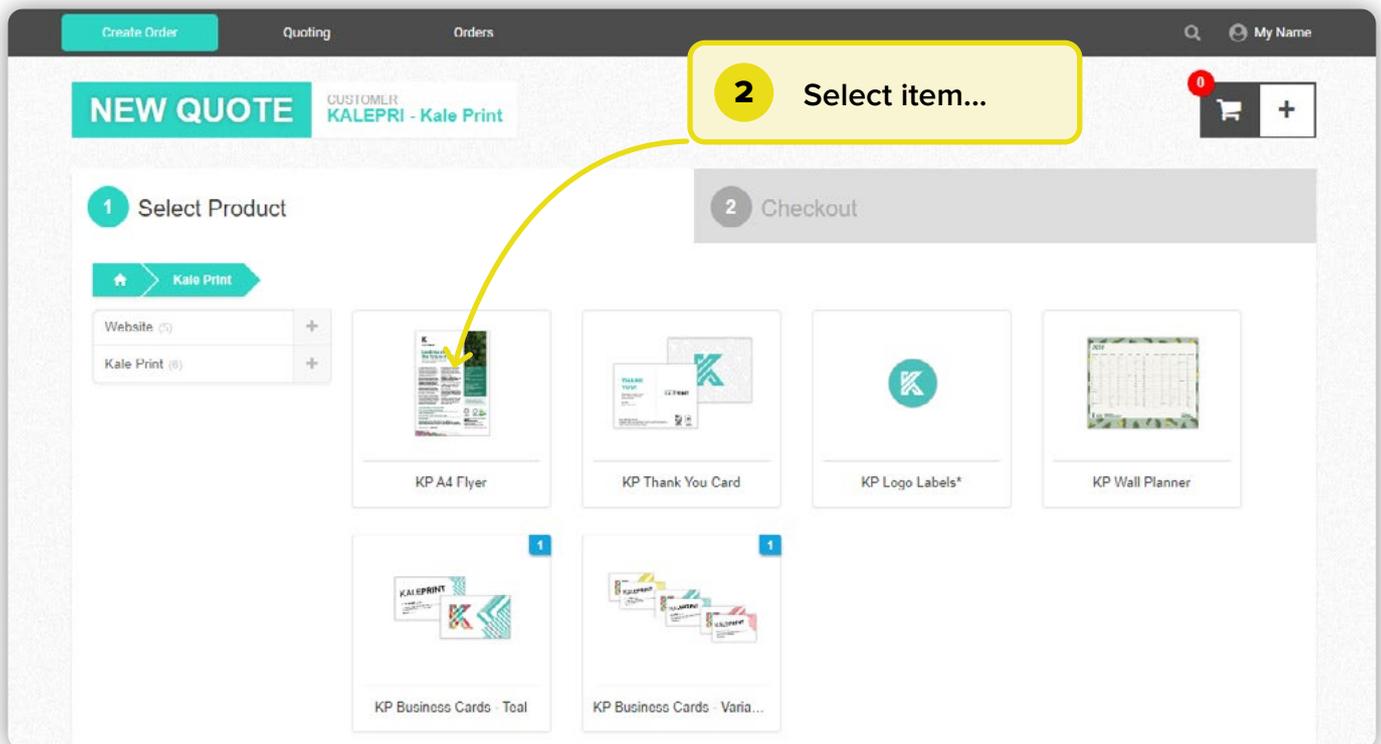
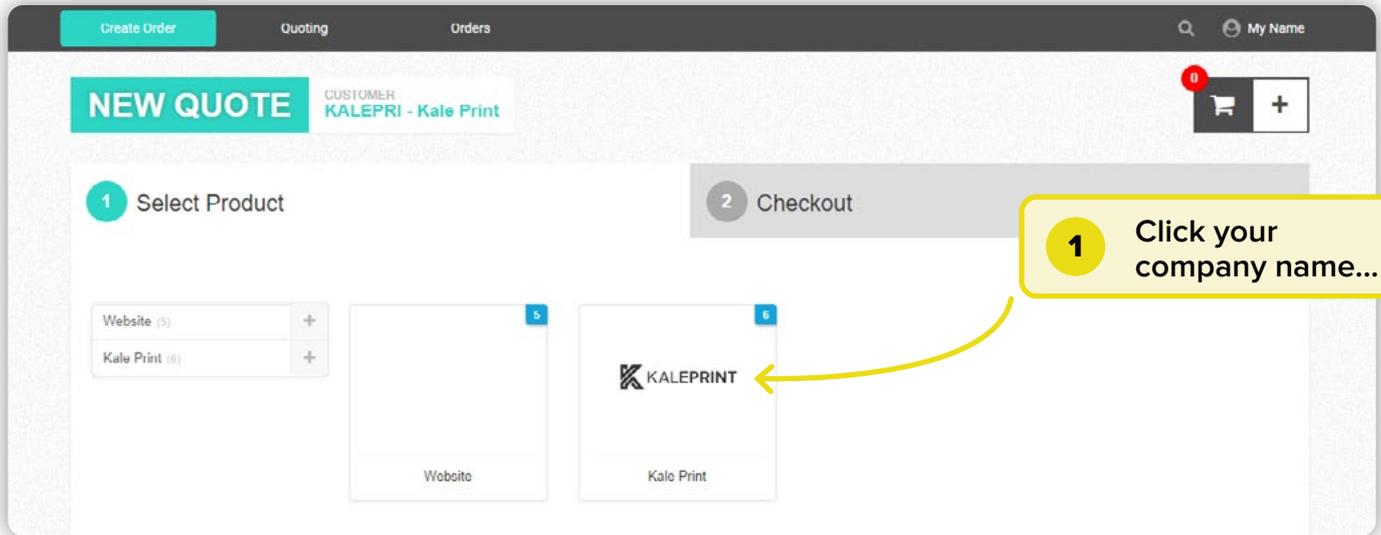
LOGIN / LANDING PAGE	1
CREATE ORDER	2
FREIGHT	5
DELIVERY.....	5
PICKUP.....	6
ACCEPT ORDER	7
UPLOAD ARTWORK.....	8
ORDER PREVIEW.....	10
FAQ'S	12
FREIGHT - MULTIPLE ADDRESSES	13
ADD NEW DELIVERY ADDRESS	14
ADD NEW DELIVERY CONTACT	15
ADD NEW BILLING CONTACT	16



Visit <https://kaleprint.printiq.com/Login.aspx>



1 Log in...



CREATE ORDER... CONTINUED



1 Select Product

2 Checkout

Kale Print KP A4 Flyer

PRODUCT

KP A4 Flyers

Origination: PDF file supplied
Printed CMYK x 1 side
on 150gsm Matt Art
Size: A4 (210x297mm)
Finishing: Trim and Pack
Freight: Pick up - freight additional

REQUESTED DATE

QUANTITY & PRICE EXCL GST & FREIGHT

x 250

\$167.00

x 250
x 500
x 750
x 1,000

4 Change or select quantities...

If the desired quantity is not available, please contact your Kale Account Manager

1 Select Product

2 Checkout

Kale Print KP A4 Flyer

PRODUCT

KP A4 Flyers

Origination: PDF file supplied
Printed CMYK x 1 side
on 150gsm Matt Art
Size: A4 (210x297mm)
Finishing: Trim and Pack
Freight: Pick up - freight additional

REQUESTED DATE

QUANTITY & PRICE EXCL GST & FREIGHT

x 250

\$167.00

x 750

Not Priced

REMOVE

Get Price

5 Click Get Price...

CREATE ORDER... CONTINUED



6 Change Heading

7a Click Checkout...

7b Click Checkout...

DELIVERY TO x1 ADDRESS

14:44 PM 19 April (NZDT)

KALEPRINT

Create Order Quoting Orders

NEW QUOTE CUSTOMER **KALEPRI - Kale Print** KPQ117357

KP A4 Flyer. Origination. PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size. A4 (210x297mm) Finishing. Trim and Pack Freight. Pick up - freight additional

x 250	x 750
\$167.00	\$312.00

1 Select Product 2 Checkout

KP A4 Flyers

x 250	<input checked="" type="checkbox"/>	x 750
\$177.50		\$323.42

Origination. PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size. A4 (210x297mm) Finishing. Trim and Pack Freight. Pick up - freight additional

Requested Date

Jill Kale
219 Cameron Road
Tauranga
New Zealand 3110
7.02kg

Questions (1)

Freight

Single Multiple Pickup None

1 **Click **Single...****
(Default option)

2 **Select delivery address...**

ADDRESS 219 Cameron Road, Tauranga, 3110, New Zealand

CONTACT Your Name

DELIVERY TYPE Parcel

DELIVERY INSTRUCTIONS Delivery notes

3 **Select delivery contact...**

Want to send to Multiple Addresses? See page 13
Need to add a new Delivery Address? See page 14
Need to add a new Delivery Contact? See page 15

PICKUP

14:44 PM 19 April (NZST)

KALEPRINT

Create Order Quoting Orders

NEW QUOTE CUSTOMER KALEPRI - Kale Print KPQ117357

KP A4 Flyer, Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack Freight. Pick up - freight additional

x 250	\$167.00	x 750	\$312.00
-------	----------	-------	----------

1 Select Product 2 Checkout

KP A4 Flyers

x 250	\$177.50	x 750	\$323.42
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Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack Freight Pick up - freight additional

Requested Date

7.02kg

Jill Kale
219 Cameron Road
Tauranga
New Zealand 3110

1 Click Pickup...

Freight

Single Multiple Pickup None

CONTACT

Your Name

2 Select pickup contact...

Need to add a new Delivery Contact? See page 14

ACCEPT ORDER



1 Click **Billing Contact...**

2 Enter **PO Number** if required...

3 Check details are correct

4 Click **Complete Order...**

Quote Details

CONTACT
Your Name

PO NUMBER

SPECIAL INSTRUCTIONS

Default Quote

PROMO CODE

Retail	\$312.00
Freight	\$11.42
GST	\$48.51

\$371.93

Complete Order >

In accepting this quote, I am approving the job to be printed and have read and accept the [terms and conditions](#) of sale.

OPTION ONE (NEW ARTWORK)

SUBMIT ARTWORK - KPJ072735

It's artwork time! For each item below simply browse for your artwork file and upload. Each item in your job is listed separately, so its artwork made easy!

KP A4 Flyers	
Job Title	KP A4 Flyers
Job No	KPJ072735
Description	Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack Freight: Pick up - freight additional
Quantity	750
Size	A4
Price	\$312.00
Quote No	KPQ117357

Print Ready PDF: Supporting Document:

1 Drag and drop your artwork files...

2 Click **Upload...** or skip step*...

Description	Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack Freight: Pick up - freight additional
Quantity	750
Size	A4
Price	\$312.00
Quote No	KPQ117357

Print Ready PDF: Supporting Document:

Successfully uploaded 1 file, 1.1 MB in 3.85 seconds at an average speed of 2376.2 kbps.

 058974 KP BOP Sustainability Flyer.pdf

***If artwork is too large please email your files to your Account Manager (i.e. via WeTransfer)**

3 Click **Confirm...**

OPTION TWO (REPEAT ARTWORK*)

KALEPRINT

14:06 PM 13 April 2023

Create Order Quoting Orders My Name

SUBMIT ARTWORK - KPJ072735

It's artwork time! For each item below simply browse for your artwork file and upload. Each item in your job is listed separately, so its artwork made easy!

KP A4 Flyers

Job Title	KP A4 Flyers
Job No	KPJ072735
Description	Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack Freight: Pick up - freight additional
Quantity	750
Size	A4
Price	\$312.00
Quote No	KPQ117357

Print Ready PDF No file selected... Upload Supporting Document No file selected... Upload

1 Click **Confirm...**

Upload Artwork

You have not uploaded artwork for some jobs. How will your artwork be supplied?

Repeat files

Cancel Confirm

2 Add description...

3 Click **Confirm...**

***Repeat artwork of files we have printed in the past (indicated by thumbnail)**

ACCEPT ORDER... CONTINUED



**Takes you to
orders screen**

KALEPRINT

Create Order Quoting Orders

ORDERS CUSTOMER KALEPRI - Kale Print

Your job KPJ072735 has been updated

VIEW Last 50 Jobs Find Order

KPQ117357 Total: \$371.93 Accepted: 19/04/24

 X 750	KPJ072735 KP A4 Flyers Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack More Details	SERIES KPS117357 INVOICED No DELIVERY TRACKING Available after dispatch	CUSTOMER Kale Print REFERENCE N/A DUE DATE N/A	CONTACT Your Name EMAIL N/A PHONE N/A	 219 Cameron Road, Tauranga, 3110, New Zealand
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1 Click More Details...

KALEPRINT

Create Order Quoting Orders

ORDERS CUSTOMER KALEPRI - Kale Print

Showing 1 to 20 of 50

VIEW Last 50 Jobs Find Order

KPQ117357 Total: \$371.93 Accepted: 19/04/24

 X 750	KPJ072735 KP A4 Flyers Origination: PDF file supplied Printed CMYK x 1 side on 150gsm Matt Art Size: A4 (210x297mm) Finishing: Trim and Pack More Details	SERIES KPS117357 INVOICED No DELIVERY TRACKING Available after dispatch	CUSTOMER Kale Print REFERENCE N/A DUE DATE N/A	CONTACT Your Name EMAIL N/A PHONE N/A	 219 Cameron Road, Tauranga, 3110, New Zealand
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Preview Job Status



[Preview your order](#)



Create Order

Quoting

Orders



My Name

ORDER DETAILS - KPJ072735

JOB STATUS
Artwork Validated

LAST UPDATED
19 Apr 2024 02:56 PM

[View Notes](#)

[Make Payment](#)

Details

JOB TITLE

KP A4 Flyers

CUSTOMER NAME

Kale Print

ARTWORK

[Download](#)

QUOTE PDF

[Default Quote](#)

JOB DESCRIPTION

Origination: PDF file supplied
Printed CMYK x 1 side
on 150gsm Matt Art
Size: A4 (210x297mm)
Finishing: Trim and Pack
Freight: Pick up - freight additional

QUOTE NO

KPQ117357

JOB NO

KPJ072735

PRICE (INC GST)

\$358.80

PURCHASE ORDER

N/A

ACCEPTED

19 Apr 2024 02:56 PM

EXPECTED

N/A

Dispatch



Jill Kale

219 Cameron Road, Tauranga, 3110, New Zealand

x 750

METHOD

Parcel

COURIER

Express Couriers Limited

CONSIGNMENT

DISPATCH STATUS

Available after dispatch

Congratulations
- your part is done!
Your Kale Print Account
Manager will arrange print
production and dispatch!



FAQ's

*If you have any problems logging in or placing an order,
please contact your Kale Print Account Manager.*

1 Click **Multiple...**

2 Select delivery address...

3 Select delivery contact...

4 Input quantity for destination

5 Click **Add Delivery...**

Repeat for remaining deliveries / quantity

Check addresses and quantities

Need to add a new Delivery Address? See page 14
Need to add a new Delivery Contact? See page 15

ADD NEW DELIVERY ADDRESS



Freight

Single Multiple Pickup None

ADDRESS 219 Cameron Road, Tauranga, 3110, New Zealand

CONTACT Your Name

DELIVERY TYPE Courier Bag

DELIVERY INSTRUCTIONS Delivery notes

1 Click + **Button...**

Address

Search for address...

Country New Zealand

Company Company Name

Address 1 021 Street Address *

Address 2

Address 3

City/Suburb Tauranga *

State

Postcode 3110 *

Remember address YES

Please note we do not deliver to PO Boxes.

Close Save and close

2 Input **delivery address** details

3 Click **Save and Close...**

ADD NEW DELIVERY CONTACT



The screenshot shows the 'Freight' form with the following fields and options:

- Single | Multiple | Pickup | None
- ADDRESS: 219 Cameron Road, Tauranga, 3110, New Zealand
- CONTACT: Your Name
- DELIVERY TYPE: Courier Bag
- DELIVERY INSTRUCTIONS: Delivery notes

A yellow arrow points from the plus sign button in the CONTACT field to the first instruction box.

1 Click + **Button...**

The 'Create Delivery Contact' modal form contains the following fields:

- First name: Your
- Surname: Name
- Title: (empty)
- Email: YourName@Domain.co.nz
- Website: (empty)
- Phone: (empty)
- Fax: (empty)
- Mobile: 021 234 5678
- Comment: (empty)
- Remember contact: YES

Buttons at the bottom: Close, Save and close

2 Input **delivery contact** details

3 Click **Save and Close...**

ADD NEW BILLING CONTACT



Summary for KPQ115123

PROMO CODE

1 Item Selected

Retail	\$0.00
Freight & Handling	\$15.50
GST	\$2.33
\$17.83	

1 Click + Button...

In accepting this quote, I am approving the job to be printed and have read and accept the [terms and conditions of sale](#).

Complete Order >

Create Billing Contact

First name *

Surname *

Title

Email *

Website

Phone

Fax

Mobile

Comment

Remember contact Yes

2 Input **billing contact** details

3 Click **Save and Close...**