



**Creating Better,
Together.**

Ordering Online

Print on Demand

User Guide

Print. Signage. Packaging. Labels. Merchandise. Design.

KALEPRINT



Ordering Online

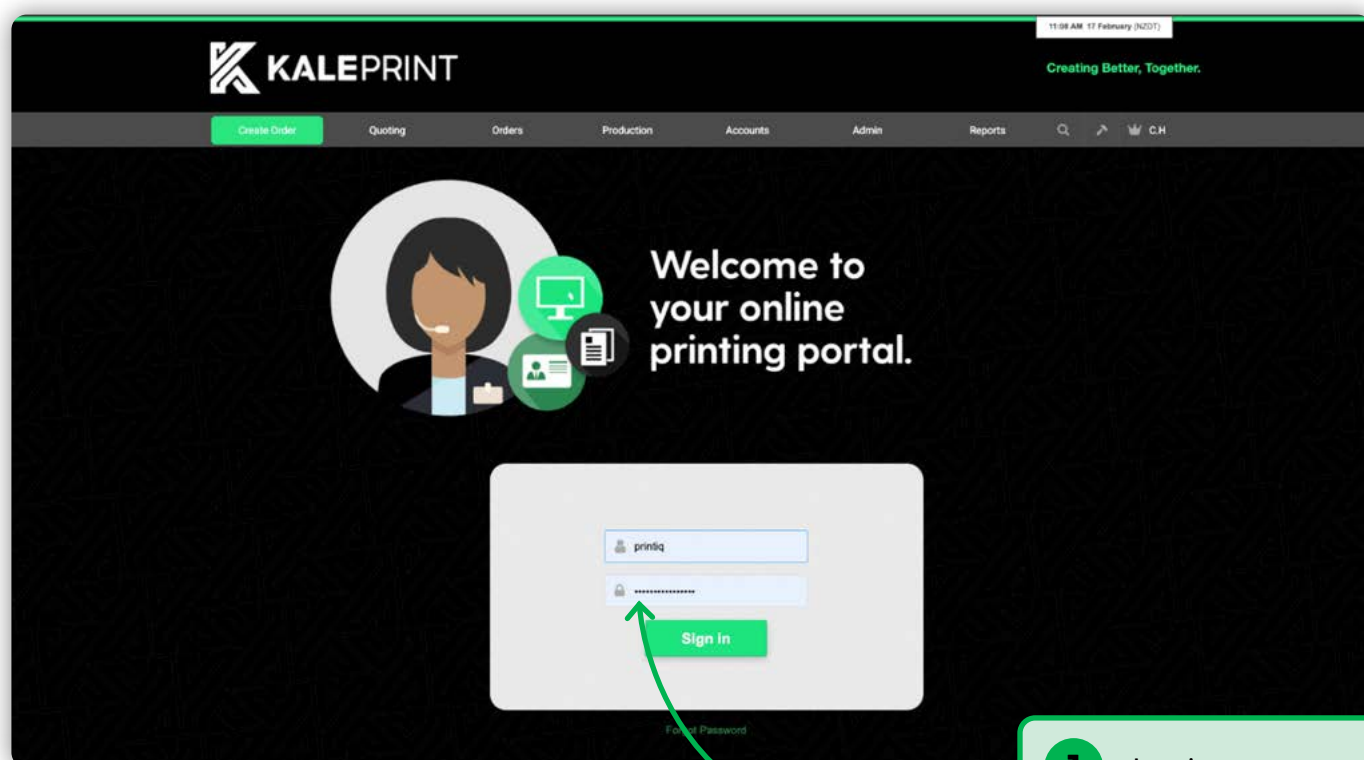
Print on Demand

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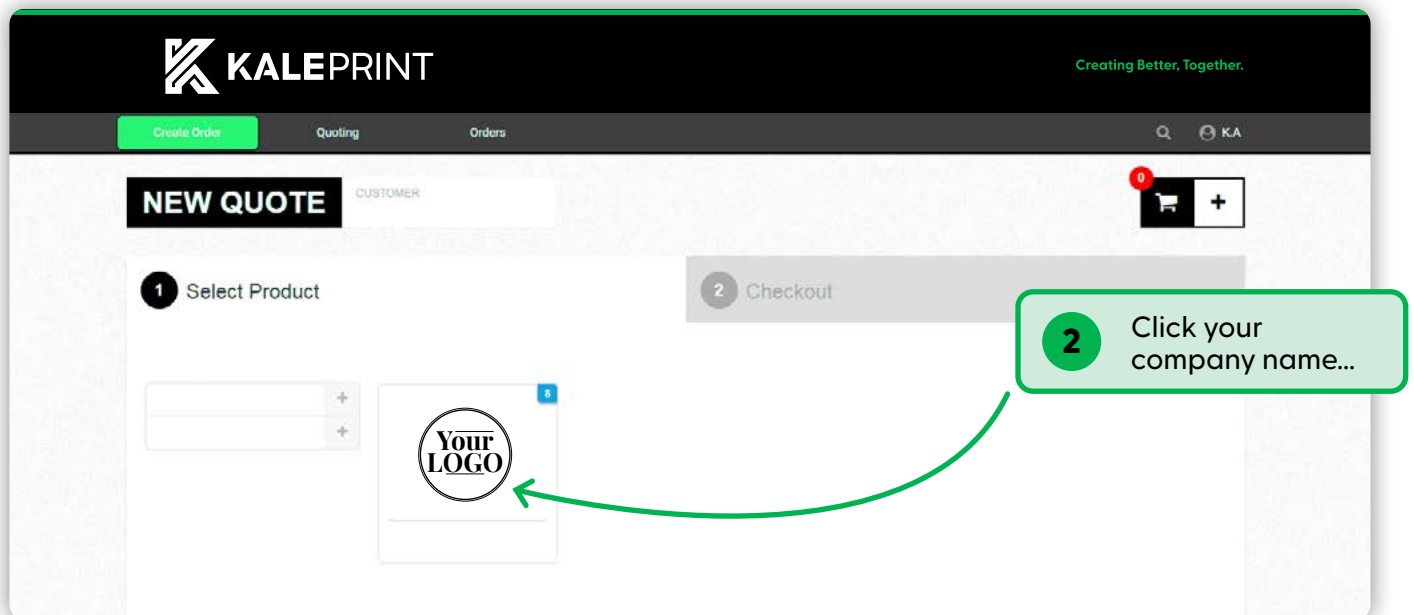
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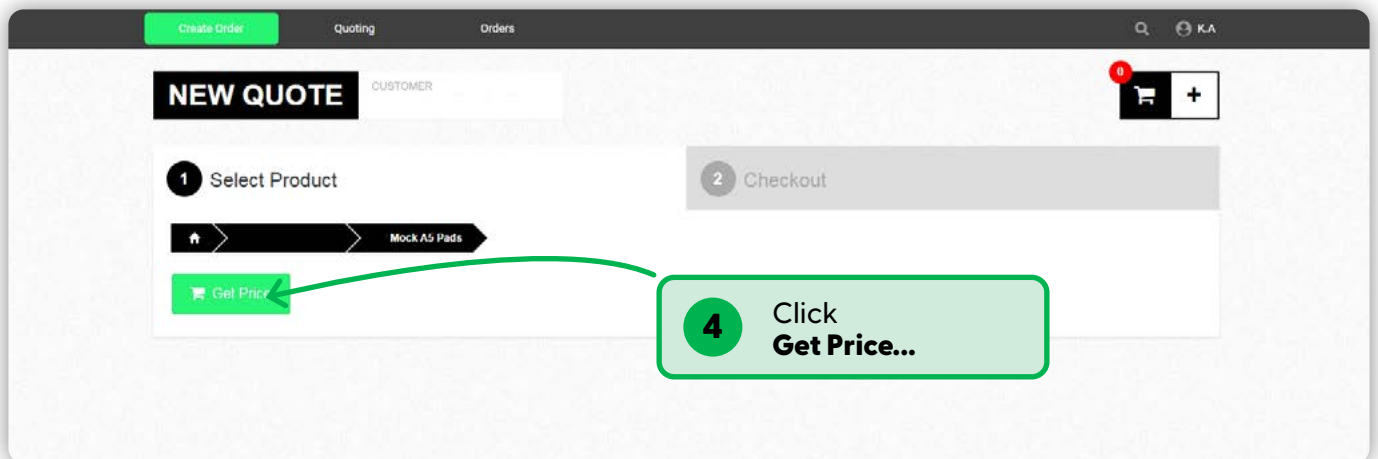
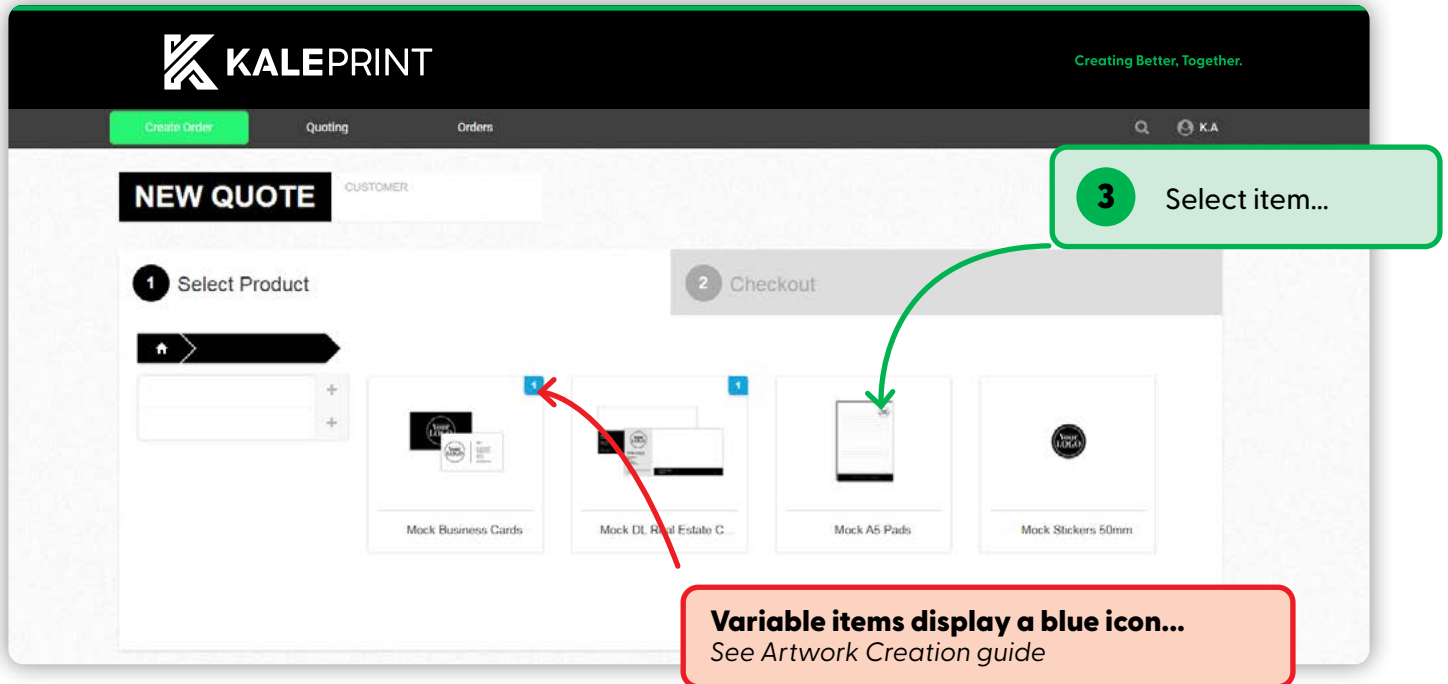
*If you have any problems logging in or placing an order,
please contact your Account Manager*

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



Create Order





1 Select Product

2 Checkout

Change Heading if required...

PRODUCT

Mock A5 Pads

Origination: PDF file supplied
Printed Black x 1 side on 90gsm Offset
Size: A5 (148x210mm)
Finishing: 50 leaves per pad, glued short edge head with unprinted backing board
Trim and bulk carton packed
Freight: to 1 x NZ address

REQUESTED DATE

QUANTITY & PRICE EXCL GST & FREIGHT

x 10

\$

x 10

x 25

x 50

x 100

5 Select & Add quantities...

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

1 Select Product

2 Checkout

Mock A5 Pads

PRODUCT

Mock A5 Pads

Origination: PDF file supplied
Printed Black x 1 side on 90gsm Offset
Size: A5 (148x210mm)
Finishing: 50 leaves per pad, glued short edge head with unprinted backing board
Trim and bulk carton packed
Freight: to 1 x NZ address

REQUESTED DATE

QUANTITY & PRICE EXCL GST & FREIGHT

x 10

\$

x 25

Not Priced

REMOVE

Get Price

6 Click Get Price...



Create Order

Quoting

Orders

KPQ157285

1

+

NEW QUOTE

CUSTOMER

PP Mock A5 Pads: Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Trim and bulk carton packed Freight: to 1 x NZ address

Mock A5 Pads

Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Trim and bulk carton packed Freight: to 1 x NZ address

x 10

\$133.00

x 25

\$177.00

Checkout >

1 Select Product

Mock A5 Pads

PRODUCT

Mock A5 Pads

Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Trim and bulk carton packed Freight: to 1 x NZ address

REQUESTED DATE

QUANTITY & PRICE EXCL GST & FREIGHT

x 10

\$

x 25

\$

REMOVE

Checkout >

7a Click Cart then Checkout...

7b Click Checkout...

The screenshot shows the 'ORDER DETAILS' section of a web application. At the top, there are tabs for 'Create Order' (highlighted in green), 'Quoting', and 'Orders'. Below the tabs, the 'ORDER DETAILS' title is in a black box. The main content area includes a 'Mock' section with a printer icon and a description of the order: 'Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (140x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Trim and bulk carton packed Freight: to 1 x NZ address'. To the right of this description are fields for 'Requested Date' and 'Accounts Email' (Your Business, 123 Address Road, City, New Zealand 1110). Below this is a 'Questions (1) *' section. The 'Freight' section is highlighted with a green line. It contains three tabs: 'Single' (selected), 'Multiple', and 'None'. Below the tabs are fields for 'ADDRESS' (Your Business, 123 Address Road, City, 1110, New Zealand), 'CONTACT' (Your Name), 'DELIVERY TYPE' (Courier Bag), and 'DELIVERY INSTRUCTIONS' (Delivery notes...). Four green callout boxes with numbered circles are overlaid on the form: 1. 'Select approved quantity...' points to a green button with a checkmark and 'x 10'. 2. 'Click **Single...** (Default option)' points to the 'Single' tab. 3. 'Select delivery address...' points to the 'ADDRESS' field. 4. 'Select delivery contact...' points to the 'CONTACT' field.

Need to send to Multiple Addresses? See page 11
 Need to add a new Delivery Address? See page 12
 Need to add a new Delivery Contact? See page 13

Complete Order



1 Click **Order Contact...**

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

3 Check details are correct

4 Click **Complete Order...**

Summary for KPQ157285

PROMO CODE:

1 Item Selected

Retail	\$
Freight	\$
GST	\$
\$	

CUSTOMER

CONTACT
Your Name

PAYMENT TERMS
20th month following invoice

NOTES

PO NUMBER

VALIDITY UNTIL
13/02/26

QUOTE STATUS
Awaiting Acceptance

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

Upload Artwork

SUBMIT ARTWORK - KPJ105346

It's artwork time! Click the "Print Ready PDF" button below, attach your artwork, click Upload, then click confirm.

ARTWORK REQUIREMENTS:

Your artwork must meet the following criteria;

PDF format, colour profile CMYK (No RGB images or swatches), image resolution 300dpi, fonts converted to outlines, 3mm bleed on all edges, crop marks.

If you require assistance setting up your artwork contact the team at hello@kaleprint.co.nz.

Mock A5 Pads

 Template Product ▾

Job Title	Mock A5 Pads
Job No	000000
Description	Origination: PDF file supplied Logsm Offset Finishing: 50 leaves per pad, unprinted backing board
Quantity	10
Size	A5 (148x210mm)
Price	\$
Status	Pre-Press Ready
Quote No	Q0000000

1 Drag and drop your artwork files...

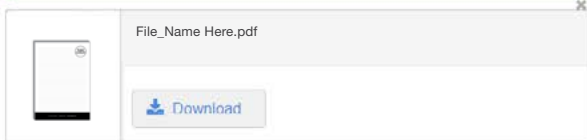
2 Click **Upload...**
or skip step*...

Print Ready PDF: Supporting Document:

Size: A5 (148x210mm)
Price: \$0
Status: Pre-Press Ready
Quote No: Q0000000

Print Ready PDF: Supporting Document:

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



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

3 Click **Confirm...**

Skip Artwork

(Repeat Files / Files Emailed)

SUBMIT ARTWORK - KPJ105346

It's artwork time! Click the "Print Ready PDF" button below, attach your artwork, click Upload, then click confirm.

ARTWORK REQUIREMENTS:

Your artwork must meet the following criteria:

PDF format, colour profile CMYK (No RGB images or swatches), image resolution 300dpi, fonts converted to outlines, 3mm bleed on all edges, crop marks.
If you require assistance setting up your artwork contact the team at hello@kaleprint.co.nz

Mock A5 Pads

 Template Product ▾

Job Title	Mock A5 Pads
Job No	000000
Description	Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Freight: to 1 x NZ address
Quantity	10
Size	A5 (148x210mm)
Price	\$
Status	Pre-Press Ready
Quote No	Q0000000

Print Ready PDF No file selected  Upload

Supporting Document No file selected  Upload

Confirm ➔

1 Click **Confirm...**

Job Title

Job No

Description

Quantity

Size

Price

Upload Artwork

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

Files emailed

Cancel Confirm

2 Add description...

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

3 Click **Confirm...**



**Creating Better,
Together.**

FAQ's

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KALEPRINT

Freight - Multiple Addresses



1 Click **Multiple...**

2 Select delivery address...

3 Select delivery contact...

4 Input quantity for destination

5 Click **Add Delivery...**

6 Repeat for remaining deliveries / quantity

The screenshot shows the 'Freight' form with the 'Multiple' tab selected. The 'ADDRESS' field contains 'Your Business, 123 Address Road, City, 1110, New Zealand'. The 'CONTACT' field contains 'Your Name'. The 'DELIVERY TYPE' is set to 'Courier Bag'. The 'DELIVERY INSTRUCTIONS' field is empty. A delivery item 'Mock A5 Pads' is shown with a quantity of 5. An 'Add Delivery' button is at the bottom.

7 Check addresses and quantities

The screenshot shows the 'Freight' form with the 'Multiple' tab selected. The form displays two delivery items, each with a quantity of 5 and a delivery type of 'Courier Bag'. The addresses and contact information are visible for each item.

Need to add a new Delivery Address? See page 12
Need to add a new Delivery Contact? See page 13

Add New - Delivery Address



Freight

Single Multiple None

ADDRESS Your Business, 123 Address Road, City, 1110, New Zealand +

CONTACT Your Name +

DELIVERY TYPE Courier Bag

DELIVERY INSTRUCTIONS Delivery notes...

1 Click **+** Button...
(In Delivery Address Field)

ORDER DETAILS

Address

Search for address...

Country New Zealand

Company Company Name

Address 1 021 Street Address *

Address 2

Address 3

City/Suburb City *

State

Postcode 1110 *

Remember address YES ☐

Please note we do not deliver to PO Boxes.

Close Save and close

2a Start typing address to
auto populate...

2b OR manually input
address details

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

Add New - Delivery Contact



The screenshot shows the 'Freight' form with tabs for 'Single', 'Multiple', and 'None'. The 'ADDRESS' field contains 'Your Business, 123 Address Road, City, 1110, New Zealand'. The 'CONTACT' field contains 'Your Name' and has a '+' button highlighted by a green arrow. Below these are 'DELIVERY TYPE' (set to 'Courier Bag') and 'DELIVERY INSTRUCTIONS' (with a text area for 'Delivery notes...').

1 Click **+** Button...
(In Delivery Contact Field)

The screenshot shows the 'Create Delivery Contact' modal form. It has fields for 'First name' (Your), 'Surname' (Name), 'Title', 'Email' (Email@company.co.nz), 'Website', 'Phone', 'Fax', 'Mobile' (021 234 5678), and 'Comment'. There is a 'Remember contact' checkbox with 'YES' selected. At the bottom are 'Close' and 'Save and close' buttons. Green arrows point from the '2' callout to the input fields and from the '3' callout to the 'Save and close' button.

2 Input **delivery contact** details

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

Add New - Order Contact



Summary for KPQ157285

PROMO CODE:

1 Item Selected

Retail	\$
Freight	\$
GST	\$
\$	

1 Click + Button...
(In Summary Contact Field)

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

2 Input order contact details

First name: *

Surname: *

Title:

Email: *

Website:

Phone:

Fax:

Mobile:

Comment:

Type: ☒ Billing ☐ Delivery

Email Invoice: ☐ NO

Remember contact: ☒ YES

3 Click Save and Close...