

When you're ready to place your order, you are required to specify the contract proof that you wish us to use for the output. Go to ORDER Now > Select the product you wish to order and choose product specifications. Here, we are using Booklet as an example. (*Order Now > Booklet > Litho Offset*)

### Step 01 - Select your product specifications.

Product Specifications   Shopping Cart   Upload Artwork   Place Order

Print Method: Litho  Offset

Product: Booklet

**General**

Book Orientation : ☒ Portrait ☐ Landscape

Portrait (open size)   Landscape (open size)

Book Size (Closed Size) : (Height x Width) - Please Select

X  mm

Y  mm

Portrait (closed size)

Click Add to Cart.

Add To Favourites   Add to Cart   Express Order

Click to add your favourites order specification.

Click to direct access to page upload your artwork file & submit order.

### Step 02 - Upload contract proof artwork.

#### 2.1 Shopping Cart

Product Specifications	Shopping Cart	Upload Artwork	Place Order
<input type="checkbox"/>	Items	Price(RM)	Shipping To   Delete
<input type="checkbox"/>	<div>  <div> Booklet  100 pcs   2 Sided Printing  <a href="#">View Details</a>   <a href="#">Change Specs</a>   <a href="#">Upload Artwork</a> </div> </div>	RM 1.20	West M'sia <a href="#">[Delete]</a>

Upload

Click Upload Artwork to upload your artwork file.

## 2.2

Product Specifications	Shopping Cart	Upload Artwork	Place Order
ID# :94153			
<div>Artwork for Printing</div> <div>Accepted upload file format : pdf,zip</div> <div>Web (?)Note</div> <div>Web</div> <div>FTP</div> <div>Mail by CD to the following Address</div> <div><b>Contract Proof</b></div> <div>Third Party File Hosting Link</div> <div>Accepted upload file format : zip</div> <div>Web</div> <div>Browse</div> <div>Artwork for Dummy</div> <div>Accepted upload file format : zip</div> <div>Web</div> <div>Browse</div>			
<p>Please click on the criteria that you wish to "Just Proceed" for this artwork: (Please ignore this if you wish us to notify you if your artwork contains any of these errors.)</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Artwork contains low resolution image(s) (dpi)</p> <p><input type="checkbox"/> Similar colour less than 10%</p> <p><input type="checkbox"/> Colour tints (toning) less than 10%</p> <p><input type="checkbox"/> Appearance of White Line</p> <p><input type="checkbox"/> No Bleeding</p> <p><input type="checkbox"/> Artwork contains RGB Colour Mode</p> <p><input type="checkbox"/> Artwork contains Pantone Colour Mode</p> <p><a href="#">Back to Shopping Cart</a> <a href="#">Submit</a></p>			

## 2.3

Product Specifications	Shopping Cart	Upload Artwork	Place Order
ID# :94153			
<div>Artwork for Printing</div> <div>Accepted upload file format : pdf,zip</div> <div>Contract Proof (?)Note</div> <div>Select CP according to the Order Code.</div> <div>-Please Select- Confirm</div> <div>Please Select</div> <div>J810-422940 (7.pdf(CD))</div> <div>Accepted upload file format : zip</div> <div>Web (?)Note</div> <div>Browse</div> <div>Artwork for Dummy</div> <div>Accepted upload file format : zip</div> <div>Web</div> <div>Browse</div>			
<p>Please click on the criteria that you wish to "Just Proceed" for this artwork: (Please ignore this if you wish us to notify you if your artwork contains any of these errors.)</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Artwork contains low resolution image(s) (dpi)</p> <p><input type="checkbox"/> Similar colour less than 10%</p> <p><input type="checkbox"/> Colour tints (toning) less than 10%</p> <p><input type="checkbox"/> Appearance of White Line</p> <p><input type="checkbox"/> No Bleeding</p> <p><input type="checkbox"/> Artwork contains RGB Colour Mode</p> <p><input type="checkbox"/> Artwork contains Pantone Colour Mode</p> <p><a href="#">Back to Shopping Cart</a> <a href="#">Submit</a></p>			

## 2.4

ID#:94153

Artwork for Printing

Accepted upload file format : pdf,zip

Contract Proof (?)Note

Select CP according to the Order Code

J810-422940 (7.pdf(CD)) Confirm

Artwork for Dummy

Accepted upload file format : zip

Web (?)Note

Browse

Please click on the criteria that you wish to "Just Proceed" for (Please ignore this if you wish us to notify you if your artwork contains any errors or quality issues)

☐ Select All

☐ Artwork contains low resolution image(s) (dpi)

☐ Similar colour less than 10%

☐ Colour tints (toning) less than 10%

☐ Appearance of White Line

☐ No Bleeding

☐ Artwork contains RGB Colour Mode

☐ Artwork contains Pantone Colour Mode

Back to Shopping Cart Submit

Click Submit to submit your artwork.

Confirm Order Code number.

Click Browse to upload your Dummy Artwork File.

## A Reminder:

Validity  
21 days

## Validity

A contract proof is valid for 21 days from the delivery date. It can only be used once, and specifically for the print product you requested the contract proof for. As it is subject to fading and wear in use, EXCARD will dispose of a contract proof after its validity date expires, or after it is used for a print order (whichever comes first). Usage of an expired contract proof for print is not recommended and voids all warranty that your print product will be as according to your contract proof.

## Step 03 - Click Check Out.

Shopping Cart

Product Specifications Shopping Cart Upload Artwork Place Order

☐

Items	Price(RM)	Shipping To	Delete
Booklet 100 pcs   2 Sided Printing View Details   Change Specs   Change Artwork	181.80	West M'sia	[Delete]

Click the check box of the artwork you would like to check out.

Click Check Out.

Continue Shopping Check Out

## Step 04 - Review all details.

4.1

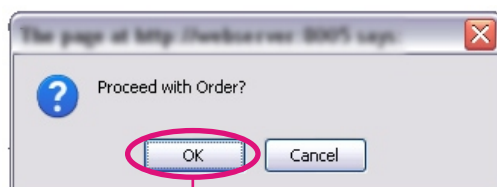
Product Specifications		Shopping Cart		Upload Artwork		Place Order													
No	Items			Price(RM)	Shipping To														
1	Booklet - Offset 297mm x 210mm 100 pcs <a href="#">View Details</a>			151.00	West M'sia														
<table border="1"> <tr> <th>Delivery Schedule</th> <th>Order Received</th> <th>Shipment Date (Exit EXCARD)</th> <th>*Delivery Date (Arrival of Goods)</th> </tr> <tr> <td></td> <td>Before 5 pm</td> <td>30-01-2012</td> <td>31-01-2012</td> </tr> <tr> <td></td> <td>After 5 pm</td> <td>31-01-2012</td> <td>01-02-2012</td> </tr> </table> <p>*Subject to delivery area  <a href="#">see list of areas that require additional delivery days</a></p> <p>*Delivery Date is according to the item in your group order with the longest delivery time.            *Items PENDING will affect Delivery Date of order</p>				Delivery Schedule	Order Received	Shipment Date (Exit EXCARD)	*Delivery Date (Arrival of Goods)		Before 5 pm	30-01-2012	31-01-2012		After 5 pm	31-01-2012	01-02-2012				
Delivery Schedule	Order Received	Shipment Date (Exit EXCARD)	*Delivery Date (Arrival of Goods)																
	Before 5 pm	30-01-2012	31-01-2012																
	After 5 pm	31-01-2012	01-02-2012																
Order Discount Voucher Voucher Code <input type="text"/> <a href="#">Apply Voucher</a>				0.00															
Delivery Information <input checked="" type="radio"/> Default address (as in profile) Address (000000) 12, FIRST FLOOR, TAMAN SERIPUNJ 80 PETANG 08000 80 PETANG, KEDAH 0411888 / 0122358815 <input type="radio"/> Other																			
Nett Total				151.00															

☒ confirm that I have read and understood all the [Terms and Conditions](#).

Review all details and click this disclaimer check box to proceed with the order. Next, click Submit Order.

4.2



Click OK to proceed your order.

## Step 05 - You can view your order details at Track Order page.

You are here &gt; My Account &gt; My Order &gt; Track Order

## Track Order

Order Ref # :

Job # :

Order Status : All

Date Order From : 19  / Dec  / 2011

Date Order To : 19  / Jan  / 2012

**TRACK DELIVERY STATUS**

Click on your order consignment number to view status of your delivery. (Note: You will be redirected to our courier service provider's website where your parcel details will be automatically displayed for your reference.)

You need Adobe Reader to view this Order Slip. [Download Adobe Reader for free now.](#)

1 record(s) found.

Order Ref #	Order Date	Job #	Order Status	Job Status	Date Delivery (Arrival of Goods)	Product	Amount (RM)	Consignment #	Feedback
R9901-149190112	19-01-2012 17:22:22	J560-422961	New		01-02-2012	Booklet	178.00		<a href="#">create</a>

**Contract Proof Flow**Order  
contract  
proof

Receive



Approve

Select  
contract proof  
for print