Go to ORDER Now > Select the product you wish to order and choose product specification.
Here, we are using Business Card as an example. *(Order Now > Business Card > Litho Offset)*

Step 01 - Select your product specifications.

Product Specifications	Shopping Cart	Upload Artwork	Place Order

Print Method   Litho ▾ Offset

Product   Business Card ▾

Package   ◉ Normal ○ 2in1 ○ 3in1 ○ 4in1 ○ 5in1 ○ 6in1 ○ 7in1 ○ 8in1 ○ 9in1 ○ 10in1

Size   86mm x 52mm ▾

Note :
Standard process day(s) : 2 day(s) for orders placed before 5pm.
If you wish us to rush your order, please select the Rush Order option above.
Terms & Conditions apply

Nett Price (RM) :

Click Add to Cart.

[Add To Favourites] [Add to Cart] [Express Order]

Click to your add your favourites order specification.

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

Step 02 - Product specification you selected and wish to order will keep in Shopping Cart. You can view the order details, change product specification and upload artwork with one click.

2.1

Shopping Cart

Product Specifications	Shopping Cart	Upload Artwork	Place Order
☐	Items	Price(RM)	Shipping To	Delete
☐	Business Card - Normal	19.90	West M'sia	[Delete]

Business Card - Normal
300 pcs | 1 Sided Printing
View Details Change Specs Upload
Artwork

Click Upload Artwork to upload your artwork file.

View Details

Normal	
Print Process	: Litho Offset
Product	: Business Card
Date Order	: 09-01-2012 10:05:49
Size	: 86mm x 52mm
Quantity (pcs)	: 300
Paper	: Art Card 260gsm (2 sides coated)
Print Colur	: 4C
Finishing	: Matte Laminate (Both)
Front Artwork File	: -
Back Artwork File	: -

**Click Change Specs to Change Product Specification.
Back to select product specification.**

Tip: You can access the Shopping Cart by clicking the word 'Shopping Cart' beside the trolley icon as shown here.

🛒 Shopping Cart (25)   🔓 Log Out

Pending Job : [1]   My Message Board : [3]
Premium Level : 4   Sales
Sales Term   : 15 Dec 11 - 14 Jan 12   Balance

◤ EXCARD®

2.2 Upload you artwork file.

Product Specifications	Shopping Cart	Upload Artwork	Place Order

Accepted upload file format : pdf,jpg,jpeg,tiff,zip

Front

Preflight
Preflight
Web
FTP
Mail by CD to the following Address
Third Party File Hosting Link

(?)Note

Choose the file upload method that is most suitable for your file size.

Back

Click Browse to select the file you want to upload.

Preflight (?)Note

Browse

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.)

Click on the pending criteria that you wish to 'Just Proceed' for your artwork.

☐ 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
☐ Spot UV Full Bleed
☐ Spot UV artwork in JPEG file

Select the "Just Proceed Criteria" you want by clicking the check box.

Back to Shopping Cart   Submit

Click back to shopping cart list. You can tick and check out more than one.

Click submit to submit you artwork.

2.3

All PDF/artwork files must be uploaded to the EXCARD server for inspection by EXCARD's auto preflight software to ensure compliance with our selected PDF quality specifications before ordering. Use the UPLOAD FILE TOOL at the bottom to check your file. Once checking is completed, the result will appear in the PREFLIGHT REPORT SUMMARY table.
NOTE: All files uploaded to the EXCARD server will be removed after 72 hours.
Preflight Report Summary

Browse...

Click Browse and select the artwork file you want to upload.

Upload

Note : Artworks that contain Pantone colour to indicate perforation line for BIZ-Document and hot-stamping for Business Card will receive an "Artwork Failed" report due to "Artworks contain Pantone/RGB colour mode". In such a case, please ignore report and proceed as normal

File Name	Upload Date	File Size	Status	Report	Pick
☐		63.56 KB	✔		Select

2.4

| Product Specifications | Shopping Cart | Upload Artwork | Place Order |

Front

Accepted upload file format : pdf,jpg,jpeg,tiff,zip

Preflight ▾ (?)Note

Browse

(E226213) Business card.pdf

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.)

☐ 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.

Step 03 - Click the check box of the artwork you would like to check out.

Shopping Cart

Product Specifications	Shopping Cart	Upload Artwork	Place Order
☐	**Items**	**Price(RM)**	**Shipping To**	**Delete**
☑	Business Card - Normal 300 pcs	1 Sided Printing View Details	Change Specs	Change Artwork	18.80	West M'sia	[Delete]

You can check out more than one item (Litho Offset or Digital Offset). Please ensure all items are shipped to same region (either WM or EM).

Shopping Cart T&C

Continue Shopping | Check Out

Place order with click 'Check Out'.

Step 04 - Review all details and submit order.

Product Specifications	Shopping Cart	Upload Artwork	Place Order	

No	Items		Price(RM)	Shipping To
1		Business Card - Normal - Offset 86mm x 52mm 300 pcs View Details	19.90	West M'sia

Delivery Schedule	Order Received	Shipment Date (Exit EXCARD)	*Delivery Date (Arrival of Goods)
	Before 5 pm	11-01-2012	12-01-2012
	After 5 pm	12-01-2012	13-01-2012

*Subject to delivery area

: : see list of areas that require additional delivery days : :

*Delivery Date is according to the item in your group order with the longest delivery time.
*Items PENDING will affect Delivery Date of order.

Order Discount Voucher

Voucher Code [   ] Apply Voucher   0.00

Delivery Information

(•) Default address (as in profile)

EA Admin (EX00003)
29-A, 2ND FLOOR, JALAN SS 22/69
Damansara JETOWN

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

( ) Other

Nett Total   19.90

[✓] I confirm that I have read and understood all the Terms and Conditions.

[Back] [Submit Order]

Click back to shopping cart list.

You can verify your order slip at My Account > My Order > Track Order

You are here > My Account > My Order > Track Order

▶ Track Order

Order Ref #   : [   ]
Job #   : [   ]
Order Status   : [All   ▼]
Date Order From : [16 ▼] / [Dec ▼] / [2011 ▼]
Date Order To   : [16 ▼] / [Jan ▼] / [2012 ▼] [Search]

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 140100112	10-01-2012 14:44:59	J220 421941	New		27-01-2012	Business Card	20.90		create