



Express How-To guide:

Ordering a bulletin



MY EXPRESS

937.296.9600

SALES_SUPPORT@OUTDOORIMAGEUSA.COM

LOG INTO OUTDOOR IMAGE EXPRESS

- LOG IN
- UPLOAD ART
- REQUEST A BID

Username *
steadmj@outdoorimageusa.com

Password *
.....

Remember Me [Lost your password?](#)

LOG IN

HOW IT WORKS

With Express, online ordering system is point-n-click simple. Our 30-second online ordering process lets you submit artwork quickly to an imaging technician who returns a proof to you lightning fast no matter what hour of the day or night. Our friendly, knowledgeable sales support team is quick to respond to your needs. Our experienced production team will ensure that every order more than meets your expectations.

CREATE ACCOUNT

CONTACT US

2408 West Dorothy Lane
Dayton, OH | USA

937.296.9600

Sales_Support@outdoorimageusa.com

QUICK LINKS

- [View Jobs](#)
- [View Proofs](#)
- [Manage Templates](#)
- [Upload Art](#)
- [Request a Bid](#)

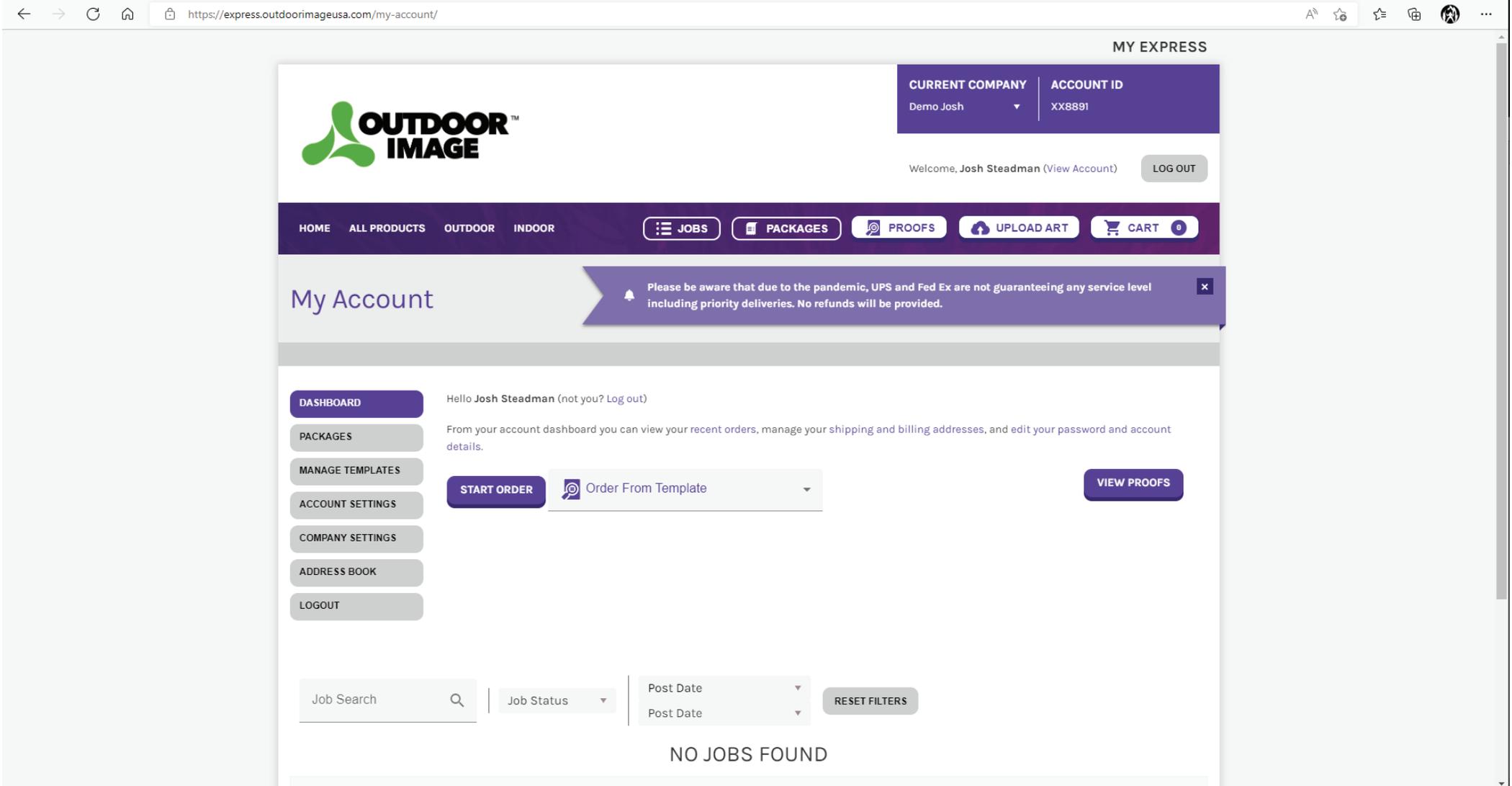
LEGAL

- [Privacy Policy](#)
- [Terms and Conditions](#)

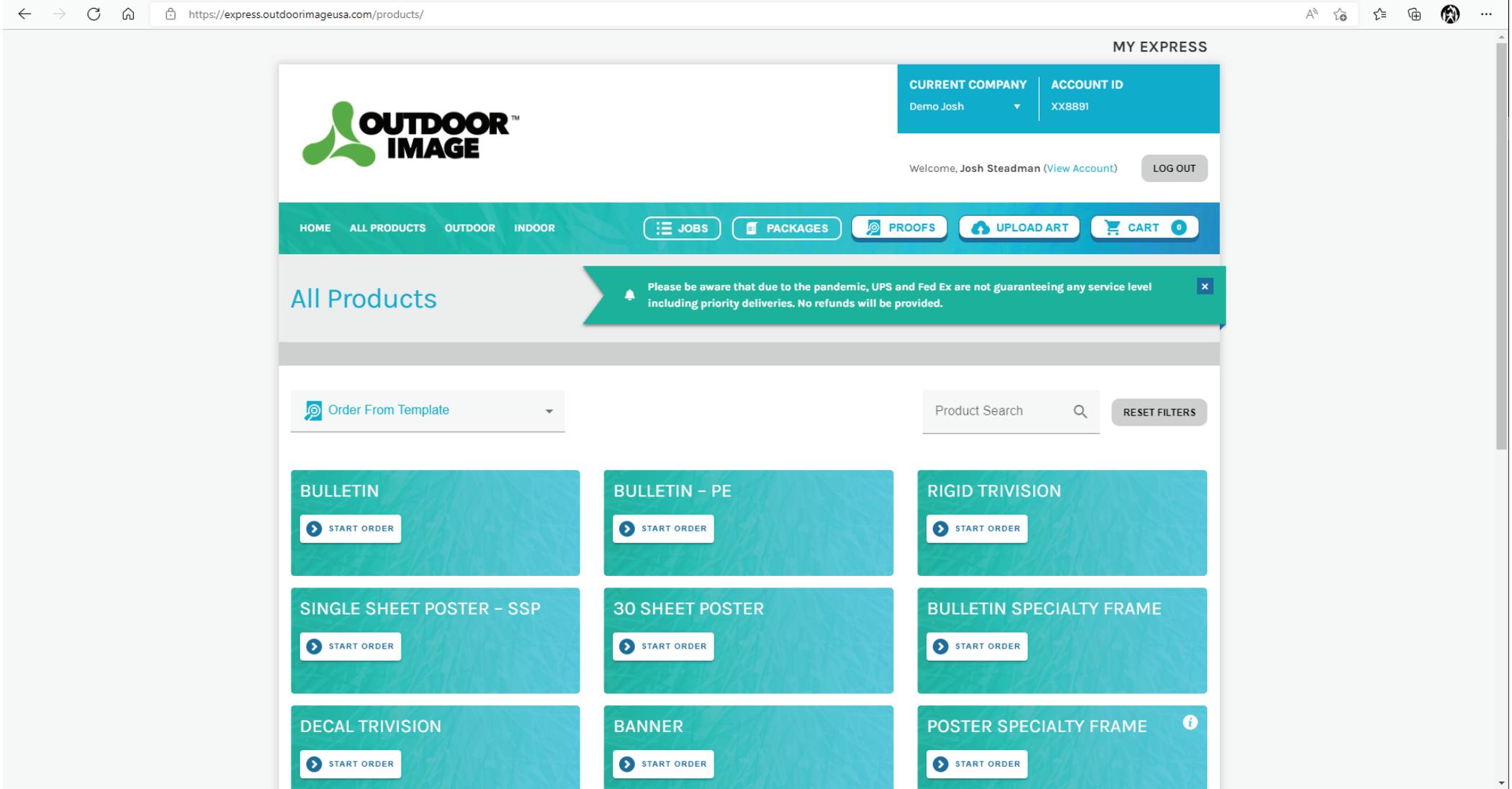
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If you need to update or change an address, please contact support so we can make necessary adjustments.

Once you have an account setup, visit express.outdoorimageusa.com to log in and get started.



Once inside you'll be taken to your "My-Account" page. From here you can see your job history, project status, and manage several aspects of your account. You can also start orders directly from this page using the "START ORDER" button. If you have a template you can select it here. This demonstration will not utilize a template.



By starting an order without a template selected, you'll be directed to the "All Products" page. Here you can see all of the products which could be ordered through Express. Click "Start Order" on the "BULLETIN" block.



CURRENT COMPANY: Demo Josh
ACCOUNT ID: XX8891

Welcome, Josh Steadman (View Account) LOG OUT

HOME ALL PRODUCTS OUTDOOR INDOOR

JOBS

PACKAGES

PROOFS

UPLOAD ART

CART 0

Bulletin

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

1 JOB DETAILS

Material *

7 OZ VINYL 10 OZ VINYL 13 OZ VINYL

Finishing Options *

STANDARD (6" BLEED ALL SIDES)

CUSTOM (VARIABLE BLEED ALL 4 SIDES)

Add-Ons

- Additional 1-yr warranty against fading 25¢/SqFt*
- Additional 2-yr warranty against fading 50¢/SqFt* Min. \$150.00
- Extension Snipe
- Specialty Frame

2 SIZE & SPEC DETAILS

LIVE AREA

Height *	Height *	Width *	Width *
0	0	0	0
Feet	Inches	Feet	Inches

BLEEDS

Top *	Bottom *
6	6
Inches	Inches
Left *	Right *
6	6
Inches	Inches

CALCULATED MEASUREMENTS

LIVE AREA

3 PROOF DETAILS

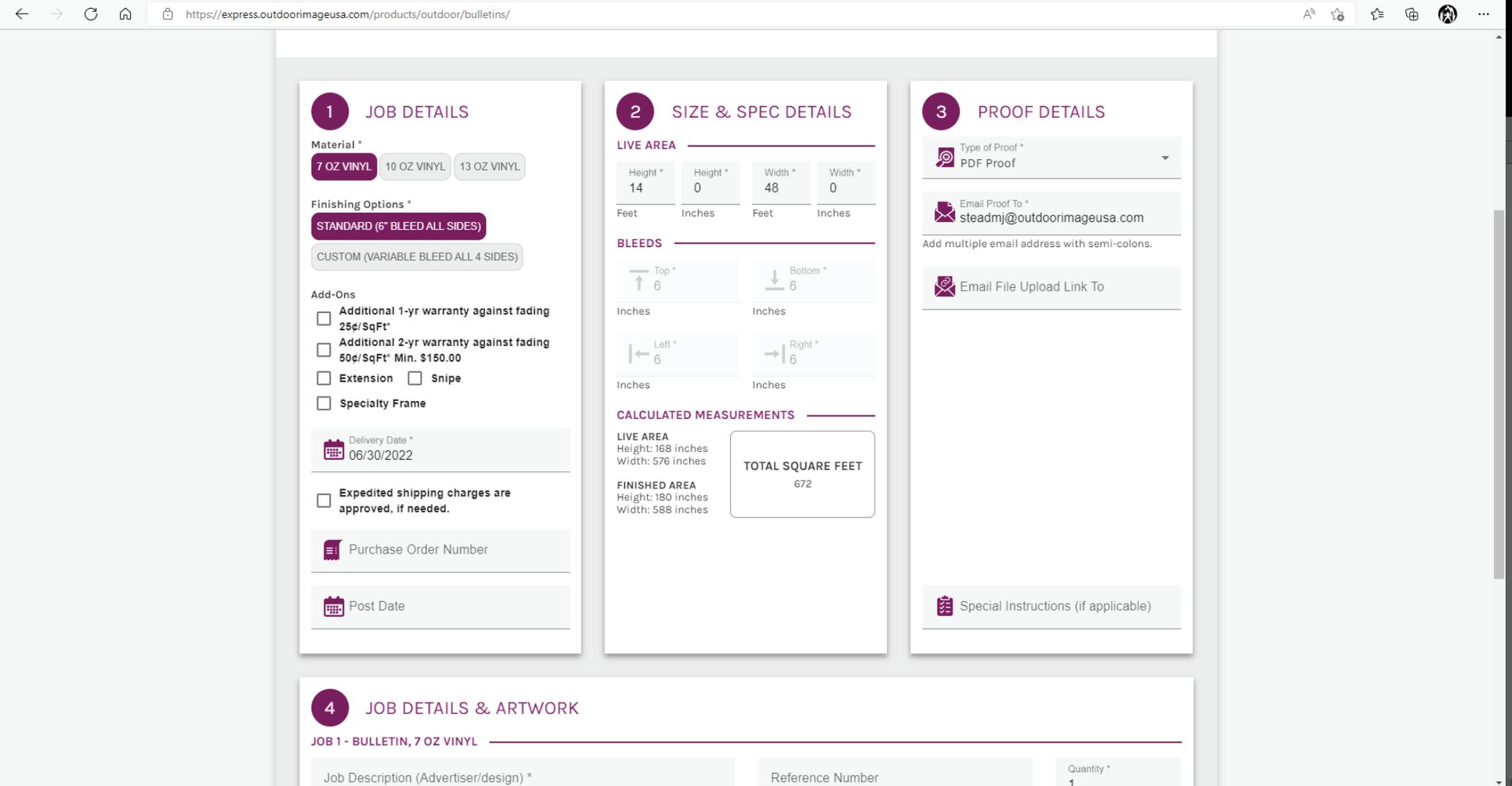
Type of Proof *
PDF Proof

Email Proof To *
steadmj@outdoorimageusa.com

Add multiple email address with semi-colons.

Email File Upload Link To

The Bulletin product page will present you with all of your options to select for your order.

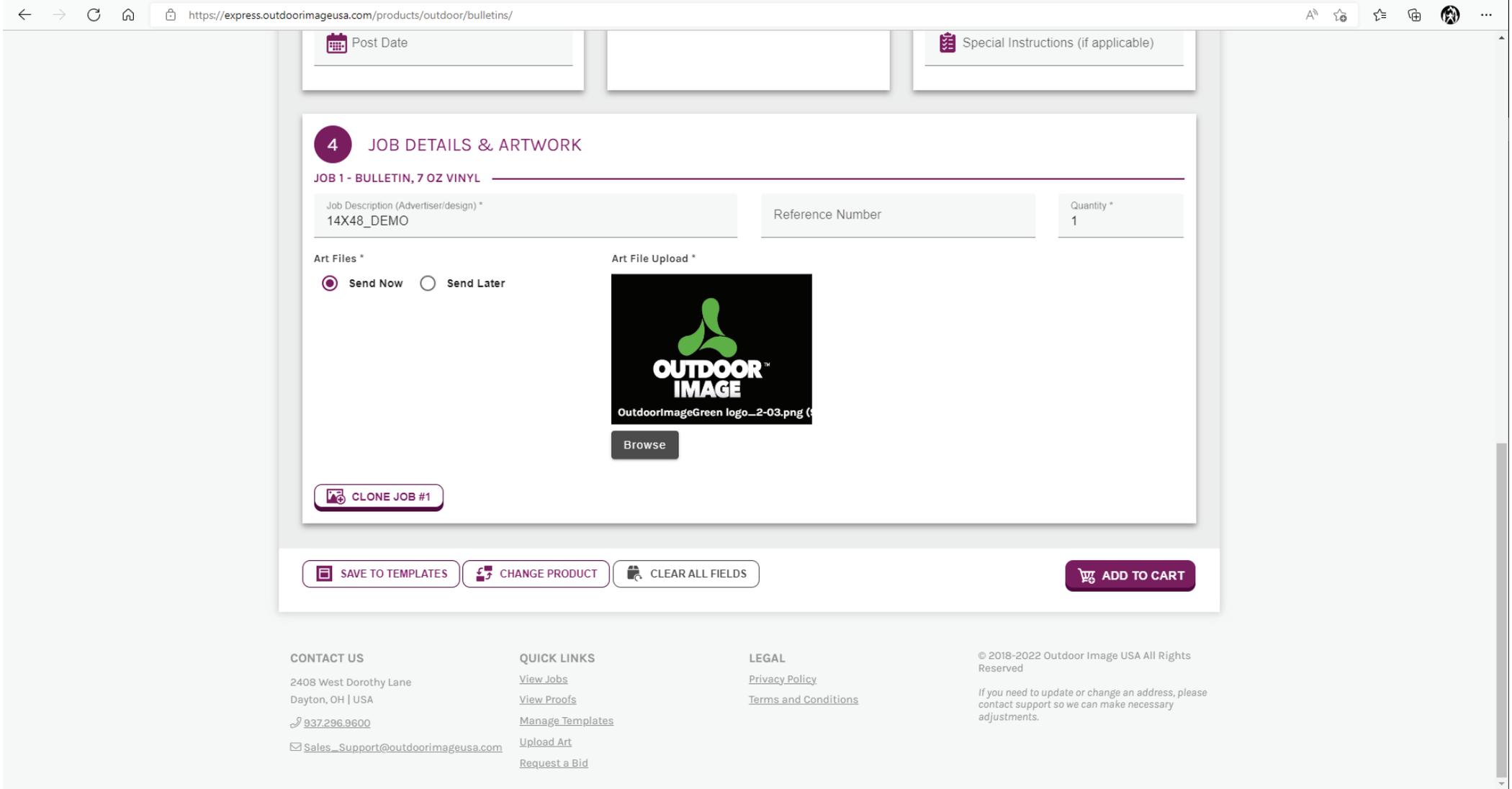


Choose your material weight. Under Finishing Options you can choose “Standard” which is 6” of bleed on all sides with a 4” welded pocket, 3” opening. “Custom” finishing will allow you to customize bleeds for each side. You’ll need to select a Delivery Date, and fill in the “Live Area” that your finished board should be. The other fields are optional.

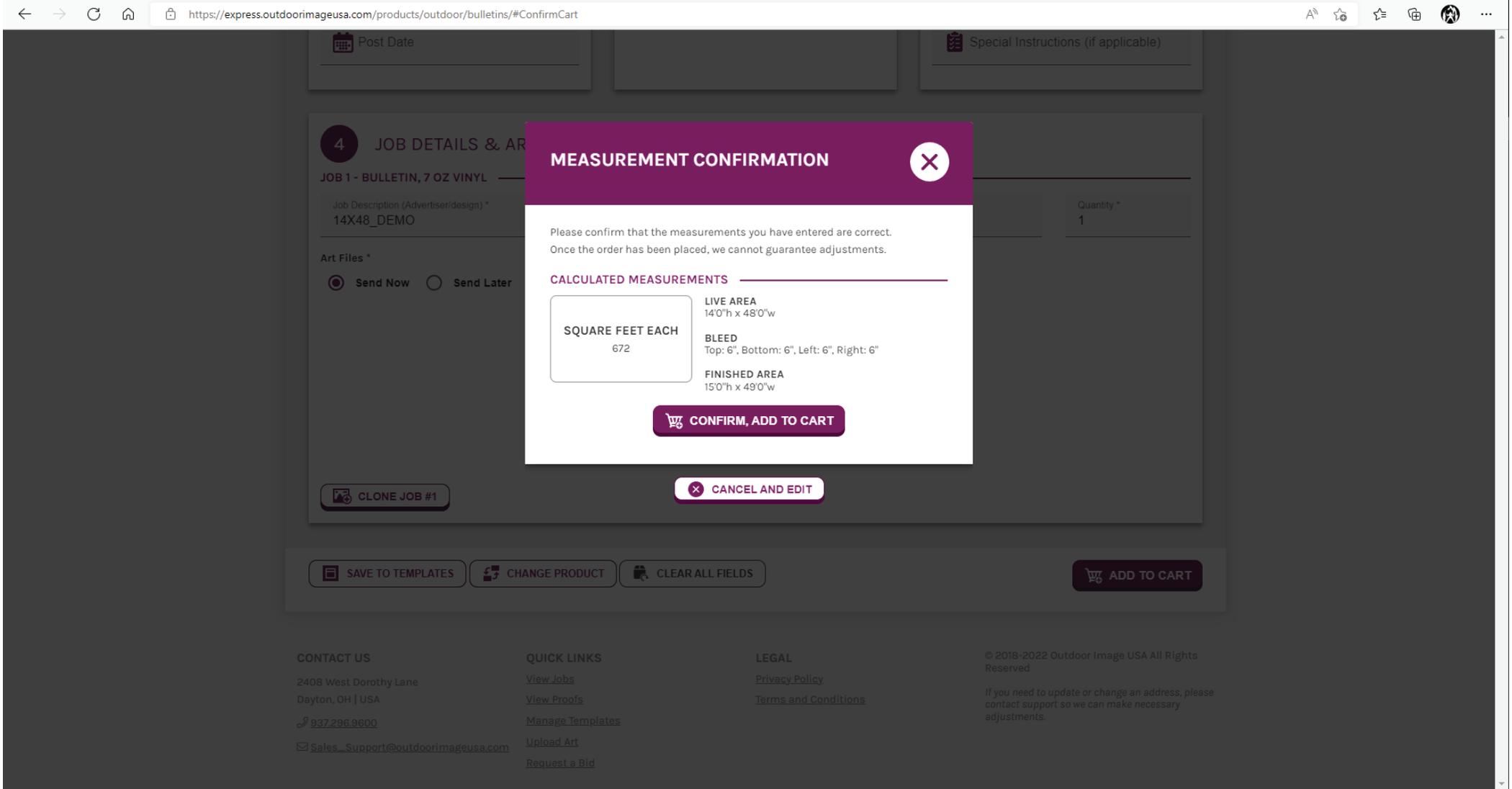
For this walkthrough we’re going to leave the proof type “PDF Proof”, but if you wish you can change this to receive a printed proof, or choose to bypass the proof process.

You can change or add email addresses for the Proof.

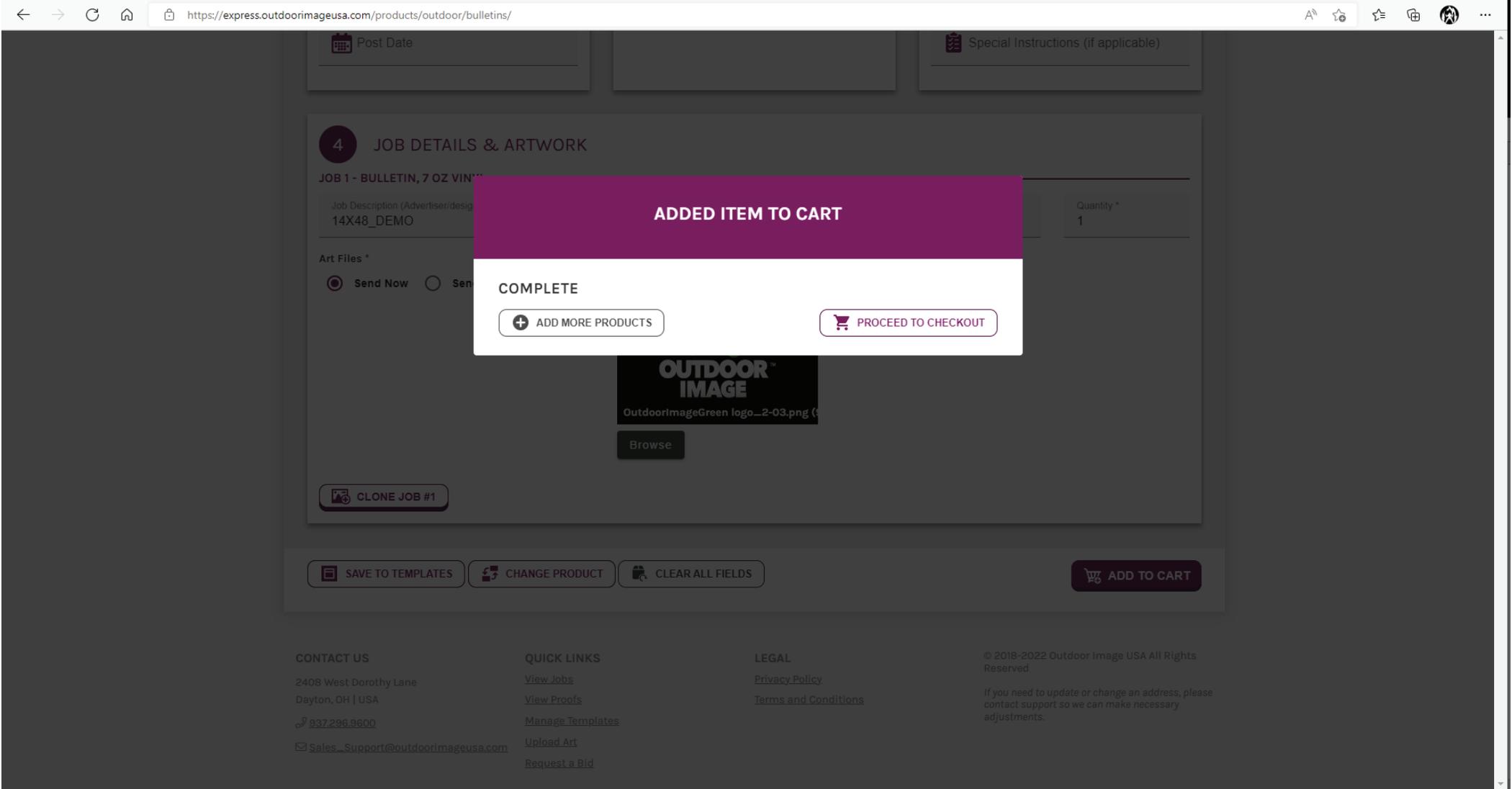
Add an email address to the “Email File Upload Link” to send an upload request if you don’t have the art.



The last section of the Bulletin details page asks for a few more details and the art you want us to use. The job description will print on the proof, the bulletin and the package label. The Reference could be a P.O. or any ID you'd like to include. You can change the quantity as well. Browse to your file, and when you're happy with your details "Add To Cart"



A Confirmation will popup allowing you to double check your measurements and the square feet as calculated. If it looks correct, "CONFIRM, ADD TO CART"



Once you've added an order to the cart you'll be presented the option to either add more products, or "PROCEED TO CHECKOUT".
For this demonstration, we're moving to finish the checkout process.



CURRENT COMPANY: Demo Josh
ACCOUNT ID: XX8891

Welcome, Josh Steadman (View Account) [LOG OUT](#)

HOME ALL PRODUCTS OUTDOOR INDOOR

[JOBS](#) [PACKAGES](#) [PROOFS](#) [UPLOAD ART](#) [CART 1](#)

Cart & Checkout

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

REVIEW YOUR CART AND CHECKOUT

1 Review Cart

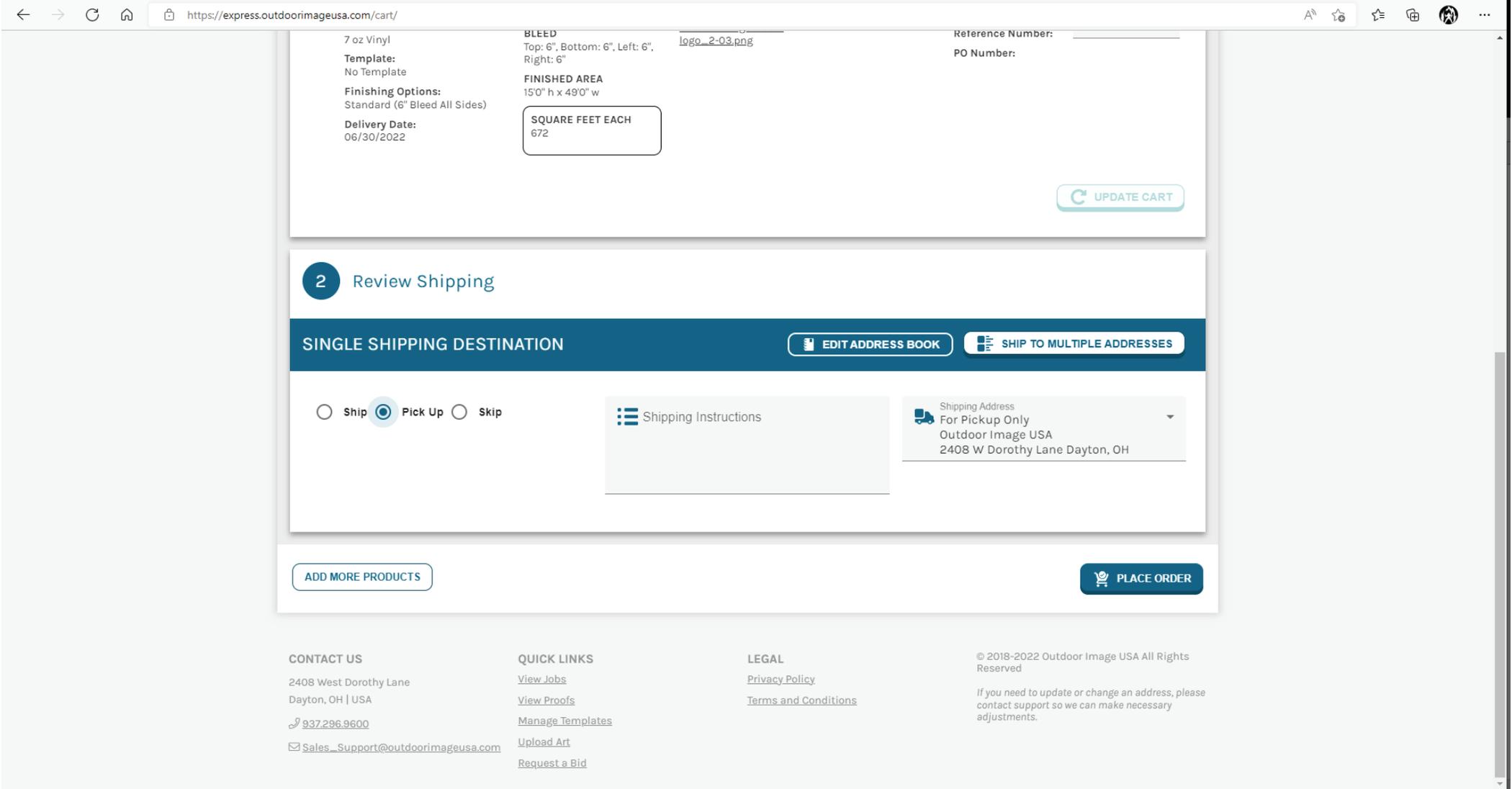
You may make edits to your order quantity per line item. Click the "update cart" button to apply changes.

PRODUCT	DIMENSIONS	ARTWORK STATUS	INSTRUCTIONS	REFERENCES	QUANTITY
Bulletin Material: 7 oz Vinyl Template: No Template Finishing Options: Standard (6" Bleed All Sides) Delivery Date: 06/30/2022	LIVE AREA 14'0" h x 48'0" w BLEED Top: 6", Bottom: 6", Left: 6", Right: 6" FINISHED AREA 15'0" h x 49'0" w	File Uploaded 20220617172612- OutdoorImageGreen- logo_2-03.png		Job Description: 14X48_DEMO Reference Number: PO Number:	Quantity 1

SQUARE FEET EACH
672

[UPDATE CART](#)

Your cart will contain all of the orders you've added this session. You can see the details of your orders and confirm that everything is correct.



At the bottom of the cart is the Shipping section, where you will be able to choose to “SHIP” or “PICK UP”. Either selection will allow you to choose from the addresses in your address book on the right hand side. You can add notes or further instructions as well. If you don’t yet know the shipping details, or plan to make alternative arrangements, you can choose “SKIP” to go ahead and place the order without shipping. When everything looks good, click “PLACE ORDER”.



CURRENT COMPANY: Demo Josh
ACCOUNT ID: XX8891

Welcome, Josh Steadman (View Account) [LOG OUT](#)

- HOME
- ALL PRODUCTS
- OUTDOOR
- INDOOR
- JOBS
- PACKAGES
- PROOFS
- UPLOAD ART
- CART 0

Confirmation

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

Order Received

Thank you. Your order has been received. We'll be in touch with a proof and updated order status.

Order: #2036531 | Date: June 17, 2022

Do you need to order more? Continue shopping and place additional orders.

[CONTINUE SHOPPING](#)

ORDER DETAILS

Product
Bulletin - Material: 7 oz Vinyl, Finishing Options: Standard (6" Bleed All Sides) 1 qty JOB #466408

You'll see a confirmation screen confirming that your order has been placed. You can continue shopping the site, or log out.

Dear Josh,

Thank you for your order. It is now in queue to be processed. Should you have any questions or changes to this order, please contact Sales_Support@outdoorimageusa.com or [937.296.9600](tel:937.296.9600).



Your business is appreciated.

Ordered by: Josh Steadman
Ordered At: 06/17/22, 1:28pm
Order Number: 2036531
Sales Rep: [Chuck Yager](#)

Ordered for:
Demo Josh, ACCT #XX8891
2408 West Dorothy Lane
Dayton, OH 45439
[\(937\) 474-8940](tel:937.474.8940)

Items

Job Number: 466408

Job Description: 14X48_DEMO

Quantity: 1

Product: Bulletin, 7 oz Vinyl, Standard (6" Bleed All Sides)

Template Used: No Template

Deliver By: 06/30/2022

Proof Type: PDF Proof

File Uploaded: [20220617172612-OutdoorImageGreen-logo_2-03.pdf](#)

Email Proof To: steadmj@outdoorimageusa.com

Live Area: 168" h x 576" w

Live Area: 14'0" h x 48'0" w

Bleed Top: 6", Bottom: 6", Left: 6", Right: 6" - 180" h x 588" w

Finished Area: 15'0" h x 49'0" w

Square Feet: 672

Address

For Pickup Only

Outdoor Image USA

2408 W Dorothy Lane

Dayton, OH 45439

You'll receive a confirmation email with details of every item in your order. At this point your order details and files will be received by our Prepress and Sales Support department, and work will begin on setting up your project.



Job #466408: Proof Uploaded

Dear Josh,

[REVIEW PROOF](#)

Please review the proof with the link above and either approve it or request changes. Should you have any questions, please contact Sales_Support@outdoorimageusa.com or [937.296.9600](tel:937.296.9600).

Please do not reply to this email. Use the REVIEW PROOF link above.

Job Number: 466408

Job Description: 14X48_DEMO

PO #: None

Reference #: None

Quantity: 1

Company Details:

Demo Josh, ACCT #XX8891

2408 West Dorothy Lane

Dayton, OH 45439

[\(937\) 474-8940](tel:937.474.8940)

Once the bulletin is setup and a proof created you'll get an email like the one above. You can click directly on the link "REVIEW PROOF" to view the proof on Express, or you can browse to the proof from within your account on Express.

Proof for Job #466408

Please be aware that due to the pandemic, UPS and Fed Ex are not guaranteeing any service level including priority deliveries. No refunds will be provided.

AWAITING PROOF APPROVAL

Order:	Date:	Email Proof To:	Job Description:	Reference Number:	PO #:	Quantity:
#2036531	June 17, 2022	steadmj@outdoorimageusa.com	14X48_DEMO			1

PROOF #1

The low-res image below may not be color accurate. To ensure color accuracy of our proof, use the 'Download PDF' button to the right.

DOWNLOAD PDF



APPROVE

DENY

CONTACT US
2408 West Dorothy Lane

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[View Jobs](#)

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The proof screen will look something like this. You'll have the option to APPROVE or DENY the layout, either selection will provide you the opportunity to provide comments, which will be reviewed by our Prepress and Support teams. If you approve the layout we'll begin moving your project through production. You can track the status of the project on your Express account. If the layout is denied, then please explain why and what steps you'd like taken to resolve the problem. Depending on what needs to be done, you'll receive another proof.