

# 2019 Year-End Brochures

## Ordering Instructions

### What Do I Need to Get Started?

- > Visit [www.SHARPEnet.com/year-end-giving-communications-2019](http://www.SHARPEnet.com/year-end-giving-communications-2019).
- > **Photo\*** (if you would like to use your own photo rather than selecting from Sharpe's image bank).
- > **Logo(s)\*** for front and/or back panel.
- > **Contact information or additional messaging** for the back panel.
- > **Bill to/ship to information.**

\*Please visit <https://SHARPEnet.com/digital-artwork-submission-guidelines/> to review Sharpe's art requirements for logos and photos.

### Login

- > Sign up to obtain username and password at [www.SHARPEnet.com/year-end-giving-communications-2019](http://www.SHARPEnet.com/year-end-giving-communications-2019) (see **How to Get Started**).
- > Once you receive your login credentials, return to the **Year-End Giving Communications** webpage and click **PLACE YOUR ORDER NOW**.
- > Enter your provided username and password.  
*If you wish to change your password, click on the Registration Details tab, check the Change Password box and follow the prompts.*

### Start Your Order

- >  **Product Catalog** from the Main Menu.
- > Select **Year-End Brochures**.
- >  a year-end brochure title.
- > Enter your quantity. *Note: Minimum order of 250. For orders more than 25,000, call 901.680.5300.*
- > Click  to proceed to personalizing your brochure.

### Personalize Your Brochure

You may click  after each step below to review your personalized brochure in real time.

- > Review the accent color options\*\* and select your preferred choice from the **Color** drop-down menu.

<b>Black</b>	<b>Blue</b> 285	<b>Blue</b> 3005	<b>Blue</b> 301	<b>Blue</b> Reflex	<b>Brown</b> 730	<b>Brown</b> 731	<b>Gray</b> 430	<b>Green</b> 341	<b>Green</b> 343	<b>Green</b> 363
<b>Green</b> 368	<b>Purple</b> 268	<b>Purple</b> 667	<b>Red</b> 185	<b>Red</b> 484	<b>Red</b> 485	<b>Red</b> 505	<b>Teal</b> 632	<b>Teal</b> 634	<b>Yellow</b> 124	<b>Yellow</b> 131

\*\*These color chips are for reference only. Brochures are printed in full color which may not match exactly to the color on your computer screen.

- > To select an image for the cover of your brochure, click the **Upload/Select Image** link next to **Top Corner**. A pop-up with  will appear. You may select an image from the existing photo bank. If you would like to use an image from your own library, click on , browse to find your photo and then click . **The system will automatically fit your photo to the print space. You are able to move the photo in the space provided, as well as enlarge or reduce the photo. Keep in mind doing so may affect the photo quality of the printed piece.** Finally, click .

- To add a logo to the front and/or back of the brochure, click on **Upload/Select Image** next to **Front Logo** and **Back Logo**. A pop-up with **Image Library** will appear. Click on **Upload Image**, find and upload your logo and then click **Upload >>**. Finally, click **Select Image**. **Logos can be in full color. You can also have different logos on the front and back. If you prefer no logo on the back, skip the Back Logo box.**
- To add text to the back of your brochure, type your text in the box to the right of Back Text. The text box allows for 300 characters with spaces included in the character count.
- Once you are satisfied with your personalization, click **Go To Approval >>**.

## Proofing Your Brochure

- Review the proof of your brochure. You may select **Click here to view PDF** above your brochure proof to review in a larger format. You may then right click to print a hard copy. **If you would like to make edits to your brochure, click the **Edit Artwork Details** button at the top, make necessary changes and then click **Go To Approval >>** once your edits have been made.**
- Review your order details on the right side of the screen. Confirm the quantity and cost.
- If you are satisfied with your proof and the order details, click the check box to the left of **I approve this artwork for production** and click the **Add to Cart >>** button to proceed.

**Review the proof very carefully. SHARPE newkirk is not responsible for image, photo or contact information errors or typos.**

## Shopping Cart

- Review your Shopping Cart.
- Enter your Delivery and Billing Details.
- Click **Checkout >>**.

## Checkout

- Confirm your order details, billing and shipping information.
- Once confirmed, click **Submit Order >>**.
- You will receive an email confirmation once your order is submitted and another when Sharpe approves your order for print.
- You will receive an invoice once your order has shipped.

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