

Personalized Brochures

Online Ordering Instructions

What Do I Need to Get Started?

- Visit <https://SHARPEnet.com/personalized-publications/>.
- **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.
- **Billing/shipping 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 a username and password at <https://sharpenet.com/personalized-publications/> (see **How to Get Started**).
- Once you receive your login credentials, return to the **Personalized Brochures** webpage and click [Place Your Order Now](#).


Start Your Order


- Click [Let's Get Started!](#).
- Select one of the available titles. (You can either click on the brochure image or select [Add to cart](#).)
- Enter your billing contact name and email address.
- Select [Next](#) to proceed to personalizing your brochure.

Customize Your Brochure

[Refresh brochure](#) after each step below to review your personalized brochure in real time.

Front:

- You can choose from a selection of standard colors or a custom color option for your brochure's accent color.
- To select a standard color click [Select >](#) to view the available color options. Make your selection. Click [Refresh brochure](#) to view your brochure with your selected accent color.
- To make a custom accent color selection, click color.* . You may either select/adjust the color with the sliding color scale or enter the CMYK formula for a PMS color match. Click the **OK** button below the scale to complete the color selection. Click [Refresh brochure](#) to view your brochure with your selected accent color.
- To select an image for the front cover of your brochure, click [Select >](#) in the box labeled **Front cover top image**. A pop-up with available images will appear. You may select one of the images from the photobank or upload one of your own. If you would like to use an image from your own library, click on [Upload](#) . Browse to find your photo and then click **Open**. The image will appear in the photo bank. Select the image and click [Refresh brochure](#) to view the image on the cover. The system will automatically fit your photo to the print space.
- Select whether you want to feature your **logo** or **text** at the bottom of the brochure cover.

- › For a **logo**, first select the image size – small, medium or large.
- › Then click **Select** in the box labeled **Front cover bottom logo** to choose a logo for the cover page. To upload your logo, click **Upload**. Browse to find your image and then click **Open**. The image will appear in the image bank and may be selected.
- › For **text**, select the font, size, style and leading from the dropdown menus.
- › Enter your text and select a text color. Click  for more color options or to enter the CYMK formula.
- › Click **Refresh brochure**. Click **Next** to proceed to the back brochure cover.


Back:

- › Determine the order of your back page details. Select whether you want the logo on the top of the text or below it.

Logo:

- › Select **logo size** – small, medium or large.
- › To select the logo, click **Select** in the **Back cover logo** box. Either select a previously uploaded image or upload a new one following the instructions above.

Text

- › Select the font, size, style and leading from the dropdown menus.
- › Enter your text and select a text color. Click  for more color options or to enter the CYMK formula.
- › Click **Refresh brochure**. Click **Next** to proceed.

Finalize Your Order

- › Enter the quantity. *Note: Minimum order of 250. For orders of more than 25,000, call 901.680.5300.*
- › Select **Proof** to view the personalized brochure. If you are satisfied with your proof and your order details, check the **Proof is approved *** box and then **Add to cart**.

Shopping Cart

- › Review your shopping cart.
- › Click **Checkout**.

Checkout

- › Enter and confirm your billing and shipping information and your order details. The shipping amount will be added to your total. *Please note: The cost for shipping is to one address only. To ship to additional locations, call 901.680.5300.*
- › Once confirmed, click **Next**.

Review Your Order

- › Confirm your order details again.
- › Once confirmed, click **Checkout**.
- › 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.