

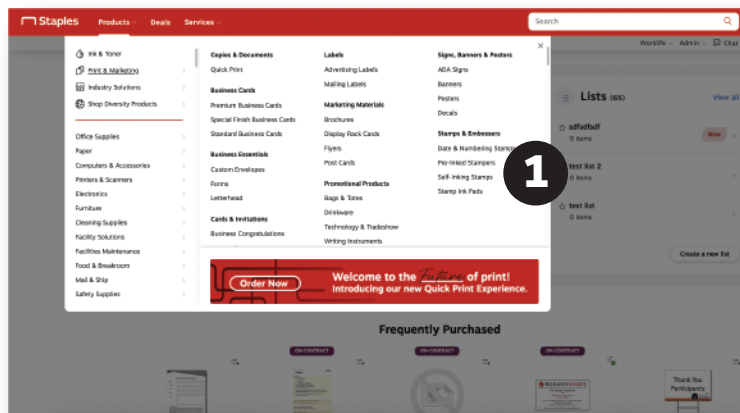


# Your Stamp Order User Guide

## Ordering at a glance

# Getting started

We offer a large range of stamps to help run your business. From signature to dater stamps, we have you covered.

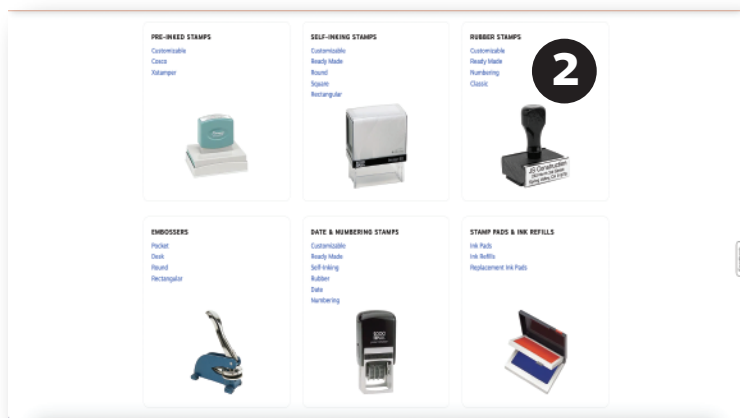


## Custom stamps:

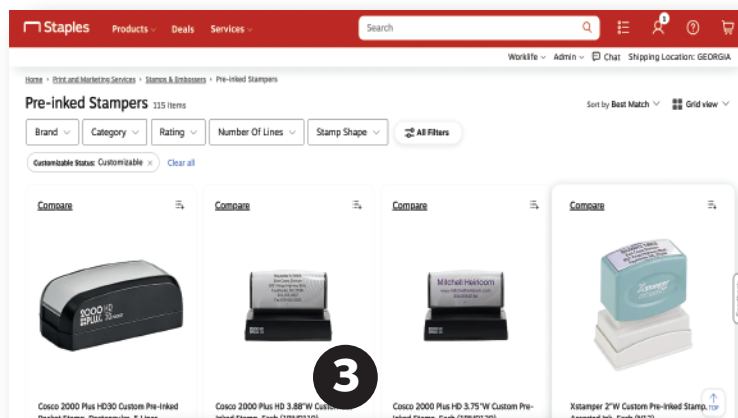
- Date Stamps
- Signature Stamps
- Self Inking
- Rubber Stamps
- Notary Stamps
- Embossers

**1** From the Staples Advantage homepage navigate to the **Print and Marketing** tab by selecting the **Products** tab. Then to the **Stamps & Embossers**.

# Choosing your print items and customizing your products

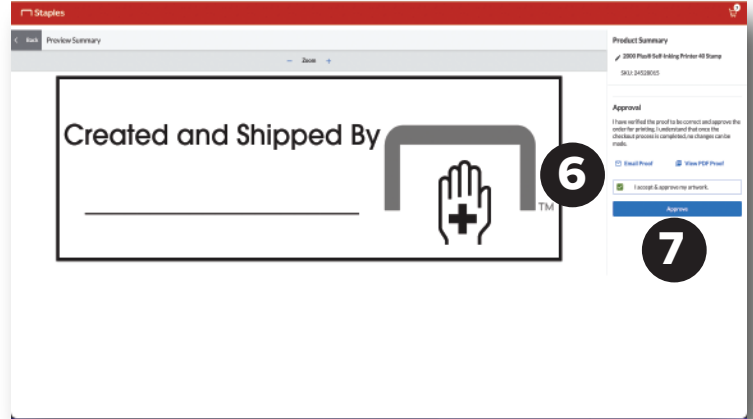
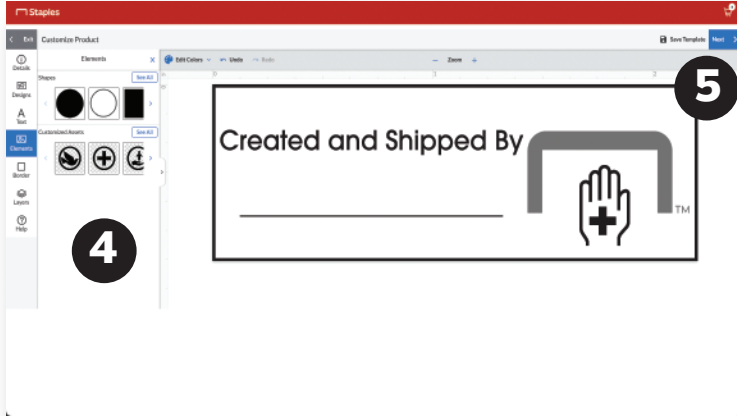


**2** Select your preferred stamp type.



**3** Select your stamp product and size by clicking customize

# Customizing your products and proofing your order



**4** After selecting your item, configure your item by using the tool bar on the left and enter your information in the preview panel.

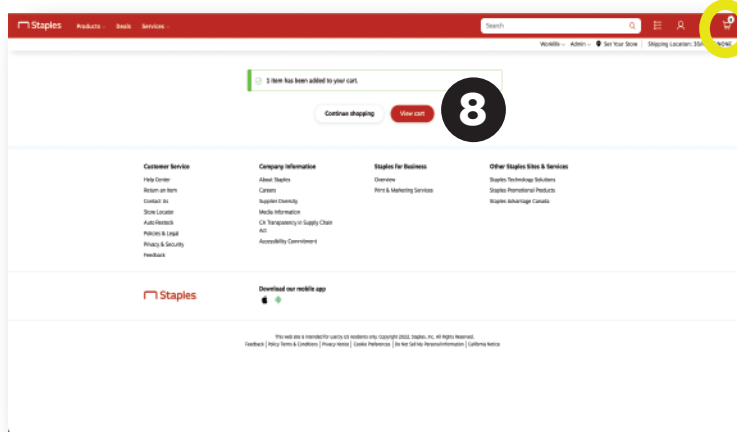
**5** Select **next**

*See below for information on creating and ordering your stamp template.*

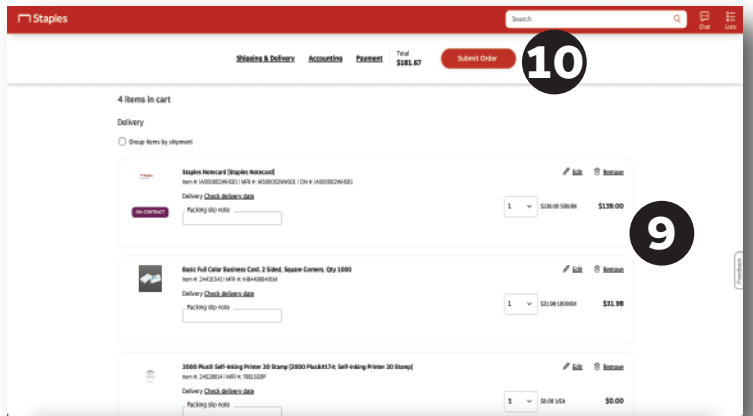
**6** Approve your proof by selecting **approve check box**. You can download your proof here.

**7** Once you have finalized your proof, **select approve**.

## Finalizing your order



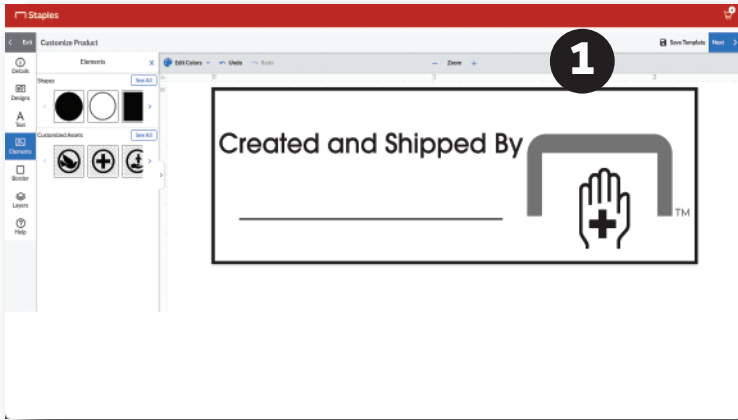
**8** Navigate to your **cart** or continue shopping



**9** In your cart you will find the list of items here.

**10** Here you can make any final edits or quantity adjustments and place your order.

# Creating templates



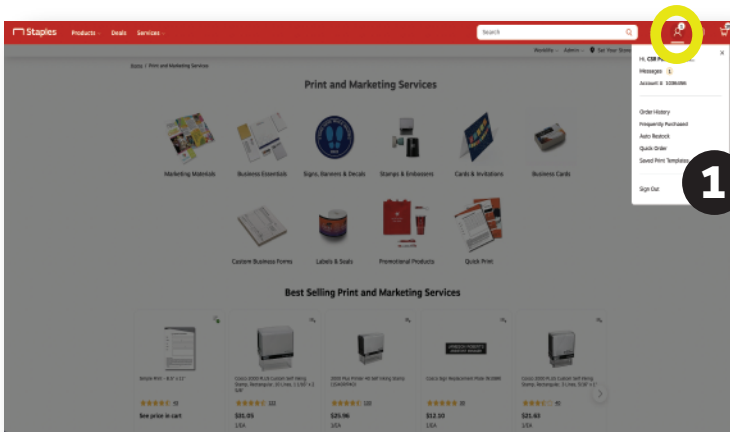
**1** While in the customization window, you have the option to save your document as a template.

After finishing your design, click save template.

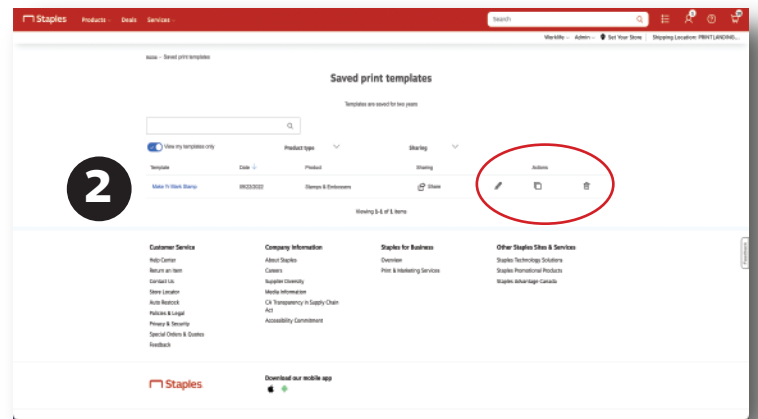


**2** Name your template and press save. Your template will be added to your saved templates.

# Ordering your template items



**1** Select **Save Print Templates** from the drop down.



**2** Select the template you would like to order and continue through the order process.

- To make permanent adjustments to the template select the pencil icon.
- To delete the template select the trash can
- To duplicate the template select duplicate



Contact your Print Account Executive for a live demonstration and / or to add additional items to your companies catalog.

**Scan Here to Order Now**