

# **WORLD LEARNING ONLINE ORDER INSTRUCTIONS**

## **PLACING AN ORDER**

### **STEP 1 – Select Location**

Select the Brattleboro, VT or the Washington, DC location. This will be the address listed on your business card

### **STEP 2 – Select a Program**

Click on the Select a Program box, and choose the appropriate logo for your card: World Learning, SIT Study Abroad, SIT Graduate Institute, School for International Training, The Experiment in International Living, Community Logo Front, and Advancement Office.

### **STEP 3 – ORDER PAGE**

Select your quantity from the drop down list, then click "Customize Order". This will bring you to the next page where you will fill in the information to appear on your card.

### **NEXT PAGE – PERSONALIZE**

Please read the instructions on the form before entering your information.

Enter the information to appear on the card (left side of page).

If you have a two-line title, please enter each line separately in the fields provided to ensure correct setup

Please enter **NUMBERS ONLY** (no dashes or special characters) in the phone/fax number fields.

Click "Update Preview" (bottom left side of page) to see your information on the preview card. Make changes as needed.



Review the card display. If everything you entered is correct, click the "Yes I approve this document" check box, then click "Add to Cart."

## **NEXT PAGE – SHOPPING CART**

Please verify your information.

If there is a change of ship to address, select from the drop down list or choose "Add New Address."

If you selected "Add New Address," this will bring you to the Settings page. Click "Add New Address," enter the ship to address, and click "Save." This will save in your address book. When you reorder your cards, you will have a choice of the addresses you entered in your account. To return to the shopping cart, click the "Shopping Cart" link at the top of the page.

Once the correct shipping address is displayed, click "Proceed to Checkout."

## **NEXT PAGE – CHECKOUT**

If you have any special instructions, please enter them on this page in the "Special Instructions" field. Example: If your name or title extends beyond the character limit, or if the order is a rush.

Enter the PO #.

Verify all your information on this page. If all is correct, click "Submit Order" to complete your order.

## **REORDERING**

To reorder – when you log on, click "Order History" at the top of the page. Set filters and click the "Apply Filters" button to find the order you'd like to select.

Click "Reorder" if you'd like to resubmit the entire order (all cards listed).



If you wish to select individual cards from an order that contains several, click the arrow to the left of the order to expand the view. Click "Reorder" next to the individual cards you'd like to reorder.

You can then click "Edit" to make any changes to your order. If no changes are needed, click "Proceed to Checkout."

If you have any questions during the ordering process, please call the Imperial Image at 978.251.0420 or email us at [orders@imperial-image.com](mailto:orders@imperial-image.com).