

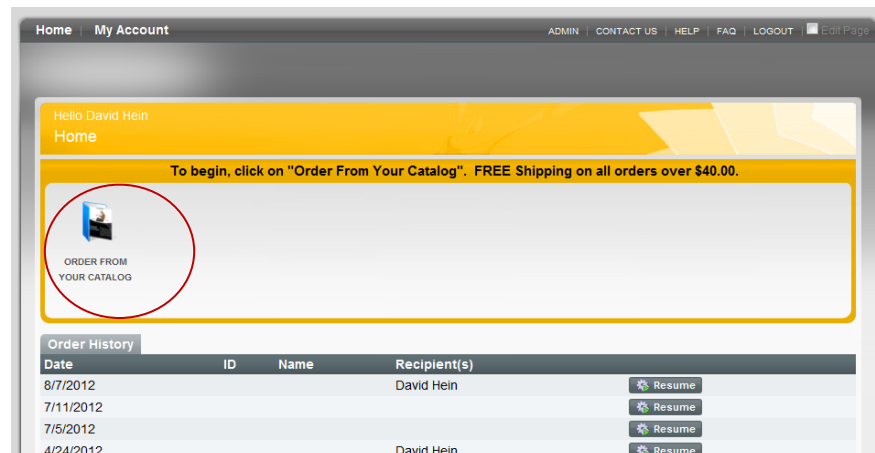
## Placing an Order:

[www.officemaxsolutions.com](http://www.officemaxsolutions.com)

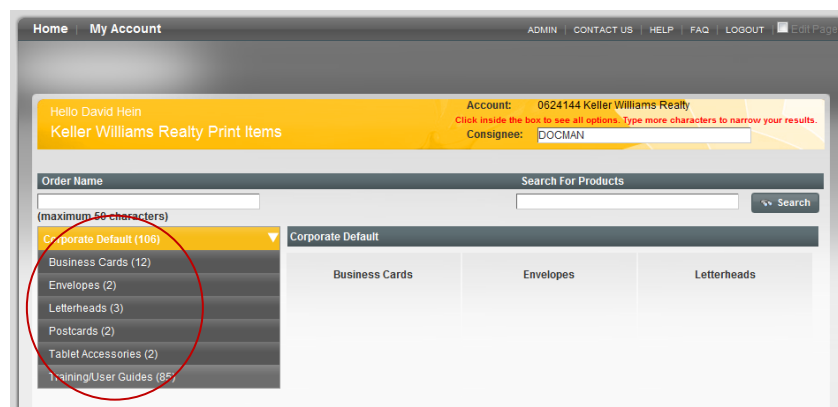
Use your login you have created or you may login as a guest. The guest feature will not save any of your order history.



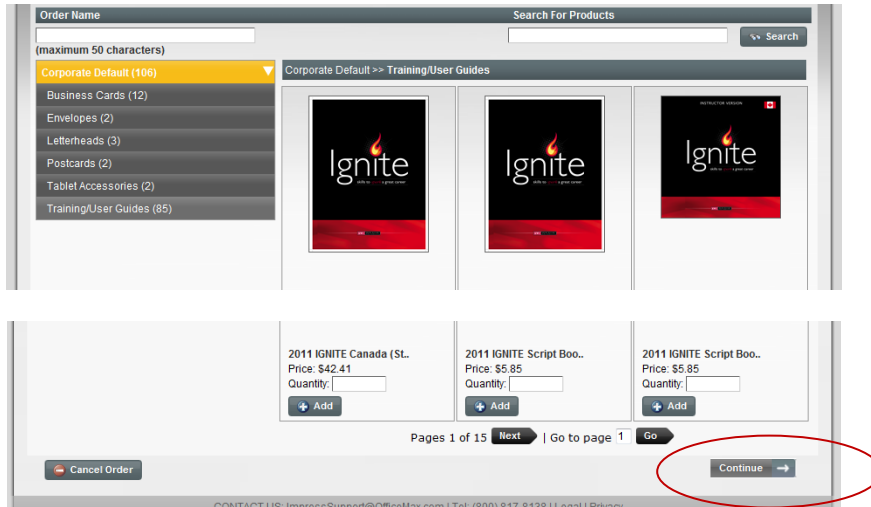
Click “Order From Your Catalog” this will give you access to all the Keller Williams Printed Items.



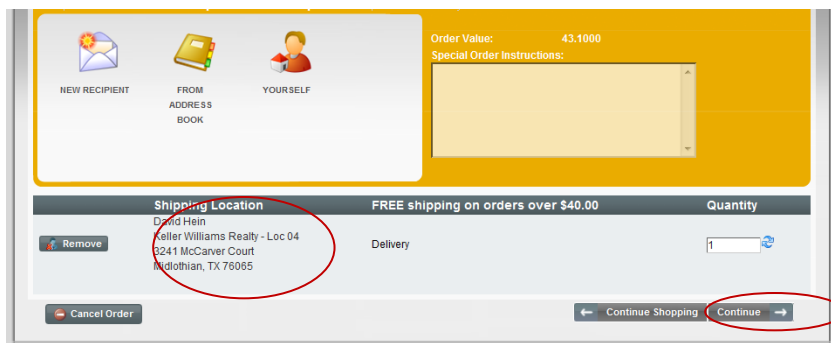
Select your grey shaded category from the left or you may search for your desired document from “Search for Products” field.



Select your item and key in your quantity and select “add”. This will add that item to your shopping cart. You may also “Customize” certain items with your personalized data. Once you have selected all your items, click “Continue”.



Verify your shipping location. If you would like to have shipped to another, click in the middle of the address section to override the current address. Click “Continue” to proceed. There is FREE shipping on orders over \$40.00. Any orders under \$40.00 will be charged for shipping based on published shipping rates depending on weight and destination.



Select your desired method of payment and you may also verify receipt of order. Once verified click “Place Order”. Once order has been submitted, you will receive an order conformation by email.

