



## Placing an Order:

## 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.

ome   My Account				ADMIN   CONTACT US   HELP   FAQ   LOGOUT   Edit P
Hello David Hein	-	-	10	
Т	o begin, clic	k on "Order Fr	om Your Catalog". FREE Ship	ping on all orders over \$40.00.
ORDER FROM YOUR CATALOG	)			
Order History	ID	Namo	Register(c)	
8/7/2012		Name	David Hein	A Resume
7/11/2012				A Resume
7/5/2012				A Resume
4/24/2012			David Hein	🔅 Resume

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

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Hello David Hein Keller Williams Realty Print Items	Л	Account: 0624144 Keller Click inside the box to see all option Consignee: DOCMAN	Williams Realty Type more characters to narrow your results.
Order Name maximum <del>50 characters</del> )	Cornorate Default	Search For Produc	ts 🔹 😽 Search
Business Cards (12) Envelopes (2) Letterheads (3)	Business Cards	Envelopes	Letterheads
Postcards (2) Tablet Accessories (2) Naining/User Guides (85)			

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.

NEW RECIPIENT	FROM ADDRESS BOOK	Order Value: 43.1000 Special Order Instructions:	]
🌋 Remove	Shipping Location Drid Hein Keller Williams Realty - Loc 04 2241 McCarver Court Adiothian, TX 76065	FREE shipping on orders over \$40.00 Delivery	Quantity
Gancel Order		← Continue	e Shopping Continue ->

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.

		Consi	gnee: DOCMAN		
Step 1 Choose Items Ste	p 2 Select Recipient Step 3	Select Paymen			
Summary Receipt:	Order Total:		Special Order Instru	ctions:	_
LOT .	Items Subtotal:	\$43.10			Â
VIEW RECEIPT	Shipping and Handling:	\$0.00			
DETAILS	Total:	\$43.10			~
nfirm your order details by viewin avment Information	g the summary receipt. Specify paymen	t information and clic	k the "Place Order" but	tton.	
review: Item Nam	e / Description:	Price:	Quantity:	Total:	Action
2011 IGNIT	E (Instructor Copy)	\$43.10	1	\$43.10	Remove
ibtotal:				\$43.10	
ard Type: Select Credit opiration Date: 01 v 2012	Card Type 💌				