

## 3 EASY STEPS TO ORDERING

1) Click "Purchase" and complete the checkout process.



2) Within 24 hours you will receive an email with a link so you can upload your image(s) to a secure folder.\*



3) Upload the image(s) you would like to use. If you are uncertain what image may work best, you can upload multiple images and let us know you would like our input.



Within 48 hours of uploading your image(s), it will be reviewed and you will receive an email with a proof that must be approved before production can begin.

## **IMPORTANT:**

- Art must be received and proof(s) approved 8 working days prior to the event. Please contact us if you need something produced quicker and we will do our best to accommodate you.
- If shipping is required there may be additional costs and more time will be needed. Please contact us to discuss the details.

\*As a rule, high resolution photographs are larger than many email programs allow to be sent, that is why we request they be uploaded. Please let us know if you have upload issues and we can provide an alternative option for sending the art.