Are you the team leader for your grade level? Have you been designated as the "print shop guru" who orders print jobs for your team?

This how-to guide will walk you through the process of designating multiple recipients for your order. It will also illustrate how you can set up your own personal address book, so that you can quickly and easily choose your recipients for future orders.

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When filling out the order form, notice (above) that your name shows up as the only recipient by default. The quantity entered next to your name will be produced, packed, and shipped. In this instance, if you were ordering 25 copies for 4 different teachers, you would have to count out the copies yourself and then distribute them to the teachers.

However, if you placed this order by designating multiple recipients, the job would be in sets of 25 separated by a colored slip sheet. You won't have to count out the copies, it has already been done for you!

1. To designate a "new" recipient for this order, click the "New" button to the far right in the "Add Another Recipient" menu button section.

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2. You need only to enter the First Name, Last Name, and the school name (Location Name field) as shown below. Click the radio button at the bottom of the page to use this recipient for this order, as well as save them in your address book for future orders. Click "Save" at the bottom of the screen.

de the details he	cessary for your ordered items to read	ch their destination.	
Address		Phone / Email	
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3. You will be returned to the order screen. Notice that the new recipient is displayed under your name.

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4. Continue this process until you have each new recipient designated. You can then adjust the quantity requested for each recipient.

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V Denisa Page	Qt 1	Due Date	01/29/2013		Time	None 👻	
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5. If you need to remove a recipient that you've added to this order, simply click on the trash can icon to the far right of their name. A pop-up window will appear, and clicking the "Yes, Remove" button in that window will remove that recipient from the order.

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6. Once your recipients are set, and their individual quantities have been entered, click "Place Order" at the bottom of the order screen. A confirmation screen will appear, providing the order number and a printable receipt.

BILLING NOTE: Although you are ordering for multiple recipients, the cost of these types of orders is billed to the person placing the order. It is not possible to divide the billing amongst the multiple recipients.

Designating Multiple Recipients from your Address Book

Once you have added recipients to your Address Book as explained in Step 2, designating them as recipients for future orders is a simple 2-click process.

1. From the "Add Another Recipient" button menu, click the "from My Contacts" button.

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2. Click on the name of the desired recipient. The recipient will be added to the recipient list on the order schreen as shown in Step 3. You may then enter the desired quantity for that recipient, adjust due date, and then either place the order or continue adding more recipients.

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Jamie Spiegel	Purchasing Dept.		, Texas	Modify	
Karen Verell	Print Services	Street1	City, Texas	Modify	
Karen Verell	Print Shop	Street1	City, Texas	Modify	
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