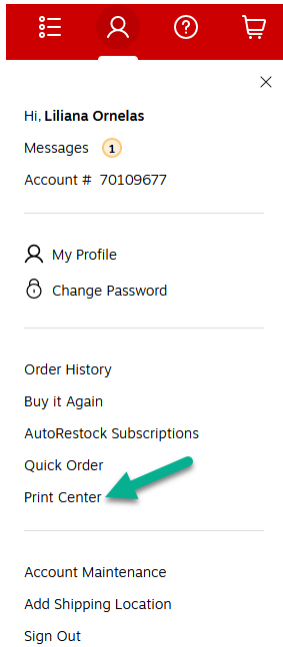


# Envelope Print User Guide

Log in to your Staples account, click here:



A red navigation bar with icons for menu, profile, help, and cart. Below it is a dropdown menu for user Liliana Ornelas, showing account details and various service options.

- Hi, **Liliana Ornelas**
- Messages
- Account # 70109677
- My Profile
- Change Password
- Order History
- Buy It Again
- AutoRestock Subscriptions
- Quick Order
- Print Center
- Account Maintenance
- Add Shipping Location
- Sign Out

Click on Print Catalog

## Print Center

**Print Catalog** My Projects My Files Reorder

Scroll down and select “Customize”



A product page for 'Law Offices of Public Defender #10 Envelope'. It includes a product image, item details, price, and a 'Customize' button.

ON CONTRACT

☰ Add to list

Law Offices of Public Defender #10 Envelope

Item # : IASONMX0110E | Model # : IASONMX0110E | CIN # : IASONMX0110E

**\$302.55**

5000/BX

Free delivery

1 **Customize**

Select location on left hand side of the screen. Once location is selected, the proof will automatically update

Location

Select One ▲

Select One

100 S. Avenue A Portales, NM 88130

105 Sipapu St. Taos, NM 87571

1422 Paseo de Peralta, Bldg. 1 Santa Fe, NM 87501

206 Sudderth Dr. Ruidoso, NM 88345

211 North Canal Carlsbad, NM 88220

2395 N. Florida Alamogordo, NM 88310

Select Qty (5,000, 7,500 or 10,000) and click "Next"

Qty 5000 ▼ Total \$302.55 Next >

Next screen will provide a product summary where you will be able to confirm all information previously selected. Click on "View PDF Proof." *A copy of the proof will need to be submitted.*

Product Summary

State of NM - Law Offices of Public Defender #10 Envelope \$302.55

SKU: IASONMX0110E

Total \$302.55

Select desired quantity from grid below.

Qty	Price	
5000 BX	\$302.55	\$0.06/ea
7500 BX	\$412.71	\$0.06/ea
10000 BX	\$520.42	\$0.05/ea

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.


Email Proof View PDF Proof

I accept & approve my artwork.

Approve


Once all information is verified and proof looks correct, approve the order. This will add the envelopes to your cart.

### Product Summary

 State of NM - Law Offices of Public Defender #10 Envelope **\$302.55**

SKU: IASONMX0110E

**Total \$302.55**

 Select desired quantity from grid below.

Qty	Price	
5000 BX	\$302.55	\$0.06/ea
7500 BX	\$412.71	\$0.06/ea
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### Approval

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**Approve**