Customer Portal

Your Gateway to Round-the-Clock Service

Welcome to Unity Printing's Customer Portal.
Our special, password-protected "website within a website" is designed to be user friendly and make it easier for you to do business with us. Know that this certainly doesn't replace our personalized service, so feel free to call us anytime.
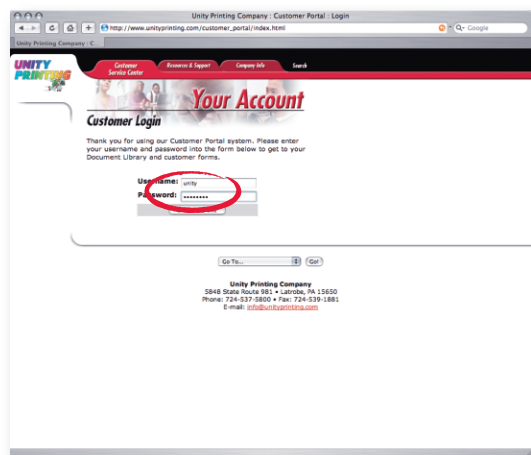
Using the Customer Portal is easy:

• Simply go to our website at **www.unityprinting.com**.

• Click on the **"Customer Login"** button located conveniently on the front page.

• Enter your username and password. If you've forgotten, give us a call or e-mail us by using the contact button located at the bottom of every page. Please experiment on our demo site at any time by logging in as:

    Username: *unity*   Password: *printing*

Now that you've entered the Customer Portal, allow us to give you a tour. On the front page you'll find your own special greeting with the contact information of your customer service representative as well as your choice of our several available options depending upon your specific printing needs:

Document Library

The **Document Library** is a collection of your frequently ordered documents that we'll upload for you. From here you'll be able to view past orders and quickly place reorders by simply entering a quantity. The forms are already completed with your contact information. We can also track inventory that we keep in stock for you in our warehouse.

VersaDoc System

This feature is especially designed for companies that purchase business cards, letterhead and envelopes with the same basic layout but with variable name and address information. From the **Document Library** you'll be able to enter the variable data, proof the document instantly and place your order with us—all in a matter of minutes.

Request An Estimate

If you have a new job you'd like us to price, go to the **Request An Estimate** section of the Customer Portal. Notice your contact information is already pre-populated for you. All you have to do is enter the job specifications, submit the request and we'll respond in a timely manner.

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UNITY PRINTING

5848 State Route 981
Latrobe, PA 15650-9525
724-537-5800 • Fax 724-539-1881
www.unityprinting.com

Place A New Order

Much like the estimate feature, the contact information is already filled out on the order form—you just need to complete the job specifications. We'll acknowledge receipt of the order, produce the job and deliver it to your door or prepare it for pickup.
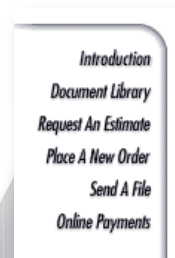
Send A File

The Send A File feature is possibly one of our biggest time-saving features. From here, you can send us a file and we'll be on the other end ready to handle the job. While e-mail is convenient, sometimes files can transfer incorrectly. Our system, using website technology, ensures your files get to us error free. As your files are uploaded to our site, the system compresses them automatically. But to ensure absolute file integrity, we recommend that you compress your larger files prior to sending them. For free file compression software, visit the Resources and Support section on our website.

Online Payments

Have an outstanding invoice you'd like to pay without using a stamp? You can prearrange to have a credit card on file in our office. Through our secure server, simply tell us which invoice you're wanting to pay, and we'll process your account.

We appreciate your continued business and hope you find our website useful. If you have any questions on how to maximize this service for your business, please give us a call at **(724) 537-5800**.

Client Name

_____

Username: _____

Password: _____

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